



AGENDA
COMMITTEE OF THE WHOLE MEETING
Village Hall – Community Room
Monday, September 8, 2014
Immediately following Regular Village Board Meeting

Reasonable accommodations / auxiliary aids will be provided to enable persons with disabilities to effectively participate in any public meetings of the Board. Please contact the Village Administrative Office (847.883.8600) 48 hours in advance if you need special accommodations to attend .

The Committee of the Whole will not proceed past 10:30 p.m. unless there is a consensus of the majority of the Trustees to do so. Citizens wishing to address the Board on agenda items may speak when the agenda item is open, prior to Board discussion.

CALL TO ORDER

1.0 ROLL CALL

2.0 APPROVAL OF MINUTES

- 2.1 Acceptance of September 8, 2014 Committee of the Whole Meeting Minutes.

3.0 ITEMS OF GENERAL BUSINESS

3.1 Planning, Zoning and Land Use

- 3.11 Preliminary Evaluation of an Amendment to Ordinance No. 70-230-12, as further amended, granting a Special Use for a PUD to permit a proposed parking deck at 25/75 Tri-State International Office Center (Trammell Crow Company/Principal)
- 3.12 Preliminary Evaluation of an Amendment to existing Special Use Ordinance No. 78-533-23, along with site plan modifications for a proposed U-Haul facility located at 200 Industrial Drive (Amerco Real Estate Company)
- 3.13 Consideration and Discussion Regarding the Annual Update to the 2013 Economic Development Strategic Plan: Building Economic Success (Village of Lincolnshire)
- 3.14 Consideration and Discussion Regarding the Establishment of an Economic Development Incentive Policy for the Village of Lincolnshire (Village of Lincolnshire)

3.2 Finance and Administration

- 3.21 Receipt of Request from Citizens and Village Organizations Regarding Proposed Fiscal Year 2015 Budget (Village of Lincolnshire)
- 3.22 Consideration and Discussion of Village of Lincolnshire Goals for Fiscal Year 2015
- 3.23 Consideration and Discussion of an Ordinance Consenting to the Village of Volo and the Village of Bannockburn as Additional Members of the Solid Waste Agency of Lake County, Illinois (SWALCO) with No Late Fee (Solid Waste Agency of Lake County)

3.3 Public Works

- 3.31 Consideration and Discussion of Acceptance of Public Improvements for the Forest View Subdivision (Fidelity Builders, Inc.)
- 3.32 Consideration and Discussion of a Request for an Out-of-Village Water Service Agreement to Connect to the Village Water Supply for the Property Known as 23232 N. Indian Creek Road – (Mr. and Mrs. Foss)
- 3.33 Consideration and Discussion of Draft Village of Lincolnshire Plan for Public Information (Village of Lincolnshire – Natural Hazards Mitigation Planning Committee)

3.4 Public Safety

3.5 Parks and Recreation

- 3.51 Consideration and Discussion of Acceptance of Proposal for Installation of Balzer Park Basketball Court from M-C Sports in the Amount of \$24,611.75 (Village of Lincolnshire)

3.6 Judiciary and Personnel

4.0 **UNFINISHED BUSINESS**

5.0 **NEW BUSINESS**

6.0 **EXECUTIVE SESSION**

7.0 **ADJOURNMENT**



MINUTES
COMMITTEE OF THE WHOLE MEETING
Monday, August 25, 2014

Present:

Mayor Blomberg	Trustee Brandt
Trustee Feldman	Trustee Grujanac
Trustee McDonough	Trustee Servi
Trustee McAllister	Village Clerk Mastandrea
Village Treasurer Curtis	Village Attorney Simon
Village Manager Burke	Chief of Police Kinsey
Finance Director Peterson	Director of Public Works Woodbury
Community & Economic Development Director McNellis	Engineering Supervisor Horne

ROLL CALL

Mayor Blomberg called the meeting to order at 7:16 p.m. and Village Clerk Mastandrea called the Roll.

2.0 APPROVAL OF MINUTES

2.1 Acceptance of August 4, 2014 Committee of the Whole Meeting Minutes.

The minutes of the August 4, 2014 Committee of the Whole Meeting were approved as submitted.

3.0 ITEMS OF GENERAL BUSINESS

3.1 Planning, Zoning and Land Use

3.11 Consideration and Discussion Zoning Board Recommendation Regarding Text Amendments to Title 6, of the Lincolnshire Village Code to Provide Zoning Regulations for the Establishment and Operation of Medical Cannabis-Related Uses (Village of Lincolnshire)

Community & Economic Development Director McNellis provided a summary of the Zoning Board recommendation regarding Zoning regulation for establishment and operation of medical cannabis-related uses. The recommendation from the Zoning Board was to only allow dispensary uses in the Office/Industrial or "O/I-D" Zoning District and only as a Special Use. Community &

Economic Development Director McNellis stated this is typical to what other communities are doing with regard to medical cannabis uses.

Community & Economic Development Director McNellis provided a list of eleven proposed regulations to be met for this type of Special Use.

Trustee Brandt asked if the Board could reject having a Medical Cannabis-related Use in the Village of Lincolnshire. Community & Economic Development Director McNellis informed the Board they could not reject the use but could regulate it. Village Attorney Simon noted local governments cannot be more restrictive than state law, and the law is incorporated in the draft regulations presented in the Ordinance for Village Board consideration. Village Attorney Simon noted the state law includes a home rule preemption which means Lincolnshire does not have the ability to enact local regulations that do not conform to state law. Trustee Brandt asked if there is a time-frame for adopting an Ordinance on medical cannabis dispensaries. Village Attorney Simon noted the moratorium expires on September 10, 2014.

Trustee Feldman asked if there was state law regarding the amount of dispensaries. Village Attorney Simon noted all of Lake County will have three dispensaries, geographically dispersed throughout the county and one is currently going through permitting in Buffalo Grove.

A brief discussion followed regarding size of a dispensary, locations currently available in the Village and hours of operation.

Village Attorney Simon noted that if a dispensary were to open in the Village, the Village has authority to levy a tax on the product.

Trustee McDonough asked if the moratorium could be extended for six months while the Village Board continues to consider some of the additional concerns that have been raised at this meeting such as hours of operation, size of facility, lot size requirements, and other factors. Village Attorney Simon noted the moratorium could be extended if the Village needs more time to investigate regulating this use; however, the Village Board should note discretion under state law is narrow. Trustee McDonough expressed his opinion that there appears to be a number of remaining items which need further consideration and suggested an extension of the moratorium would be beneficial.

Trustee Grujanac stated it was her opinion this would impact other businesses in the O/I-D Zoning district, and the Board should take this into consideration and possibly seek input from businesses located in the area where this type of use may be permitted to locate.

A brief conversation regarding how other municipalities are regulating this type of use followed. Staff indicated it would provide the Village Board with additional research as to what actions have been taken by other Village's in the area.

It was the consensus of the Board to extend the moratorium for 60 days in order for the Board to further review the Ordinance provided compared to State law and provide staff time to research some of the concerns raised. Staff will provide information related to Building Codes and Ordinances adopted or currently on agendas in other communities as part of the research to be completed.

There was a consensus of the Board to place the extension of the moratorium on the Consent Agenda for approval at the next Regular Village Board Meeting.

3.2 Finance and Administration

3.3 Public Works

Mayor Blomberg requested item 3.32 be discussed first under Public Works on this agenda. The consensus of the Board was to discuss item 3.32 first under Public Works.

3.32 Consideration and Discussion of Draft Village of Lincolnshire Natural Hazards Mitigation Plan (Village of Lincolnshire – Natural Hazards Mitigation Planning Committee)

Engineering Supervisor Horne provided a summary regarding the draft Village of Lincolnshire Natural Hazards Mitigation Plan. Engineering Supervisor Horne thanked all involved with preparation of the draft plan and extended special thanks for the community volunteers who served on the Village's Natural Hazard Mitigation Planning Committee.

Ms. Molly O'Toole, Village Consultant on this project provided a presentation regarding the draft Village of Lincolnshire Natural Hazards Mitigation Plan and the County-wide Natural Hazards Mitigation Plan.

The Board noted the plan presented was well prepared and all involved did an excellent job.

Mr. Jamie Goldshalk, Lincolnshire resident thanked Engineering Supervisor Horne for a job well done and stated the Natural Hazards Mitigation Plan would help residents with flood insurance and point out ways to help property owners in the future if there is another flood or possible hazards.

Mayor Blomberg suggested staff follow up with a meeting with the Lake County Stormwater Management Commission and the Army Corps of Engineers to pinpoint areas of land to be utilized for compensatory storage which should be an important consideration of the Village moving forward.

Engineering Supervisor Horne provided a list of Capital Improvements that will help with flooding in Lincolnshire which have been included in the Village's recently adopted Capital Improvement Plan. Engineering Supervisor Horne noted as a result of this, residents will be better educated on what they can do during a flood to help.

Mr. Goldshalk noted a specific property on Londonderry and Lincolnshire drive that holds a huge amount of water during storms and encouraged the Village to keep this property vacant.

Village Manager Burke noted the draft plan will be available at the Village Hall and on the Village's website for public comment. The plan is for the final document to be presented to the Village Board for approval at the September 22, 2014 Village Board meeting.

3.31 Consideration and Discussion of a Professional Service Contract with Donohue & Associates, Inc. for Water Distribution System Modeling in the Amount of \$19,761. (Village of Lincolnshire)

Director of Public Works Woodbury provided a summary of the contract for water distribution system modeling.

Mayor Blomberg asked if the information being provided by the proposed water distribution systems is information the Village has already obtained through other sources and currently maintains as part of the Village's geographic information system. Director of Public Works Woodbury confirmed some of the information the Village has in-house; however, the Village's original water model

dates back to 1997. Since that time, the Village has not paid to maintain the software license to use the water model. If the Village wanted to access the model, the Village would be required to pay software licensing fees dating back to the origination of the model and the cost is prohibitive. Mayor Blomberg asked if this information can be obtained without spending the money and by just using in-house data. Director of Public Works Woodbury explained the purpose of the new water model is to update the data on the functioning of the current system to help develop a long-term plan to address needs. This study would be able to tell us where the Village needs go since the 1997 water model recommendations have largely been implemented.

Engineering Supervisor Horne noted as part of the Capital Plan there is an excess of approximately \$8,000,000 worth of Capital work that may be revised based on some of the data obtained from this study. A variety of different data would be able to run through the system that would be beneficial to the Village.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

3.4 Public Safety

3.41 Consideration and Discussion of a Request to Waive Local Bidding Requirements and Authorize the Purchase of Two (2) Replacement Vehicles for the Police Department at a Cost of \$51,607 Via the Suburban Purchasing Cooperated (Village of Lincolnshire)

Chief of Police Kinsey summarized the request to waive local bidding requirements and authorize the purchase of two replacement Police Department vehicles.

Trustee McDonough asked if the cooperative is doing the bidding, does the Board need to waive the bidding requirements. It was determined there was no need to waive the local bidding requirements.

Mayor Blomberg asked if the Police were down a vehicle as a result of the incident from National Night Out. Chief of Police Kinsey informed the Board the vehicle involved in the incident on National Night Out was being repaired.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

3.42 Consideration and Discussion of the Purchase of Digital In-Car Camera Solution and Related Equipment from WatchGuard Video, Allen, Texas at a Cost of \$68,315 (Village of Lincolnshire)

Chief of Police Kinsey summarized the request to purchase digital in-car camera solutions and related equipment. Chief of Police Kinsey noted there is currently money in the Budget to cover the first phase of this project. The remaining equipment would be budgeted in fiscal year 2015.

Trustee Servi asked where and how the recordings could be played back. Chief of Police Kinsey stated the recordings would be downloaded to the Village servers when the police cars pulled into the station and could also be downloaded to a DVD for submittal to court or other purposes, if needed. Trustee Servi asked if WatchGuard software was needed or if the recordings could be played back on open-ended software. Chief of Police Kinsey informed the Board, WatchGuard software was required to access the videos, but playback would be available on typical open source software. Trustee Servi suggested asking WatchGuard if there was a way to play the videos on an open-ended software. Chief of Police Kinsey informed the Board he would ask WatchGuard if other formats of the videos could be provided.

Mayor Blomberg asked if there is an ability to take the camera out of the car and are there night vision capabilities. Chief of Police Kinsey noted the cameras are able to work well in low light but are not designed to be taken out of the cars.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

3.5 Parks and Recreation

3.51 Consideration of Park Board Recommendation to Approve Lincolnshire Sports Association (LSA) Request to Host a Baseball Tournament at North Park, June 24-28, 2015 (Lincolnshire Sports Association)

Director of Public Works Woodbury summarized the

recommendation to for Lincolnshire Sports Association's request to host a baseball tournament at North Park in 2015.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

3.6 Judiciary and Personnel

5.0 **UNFINISHED BUSINESS**

Trustee McDonough noted an Architectural Review Board (ARB) meeting was canceled due to lack of quorum, and one of the agenda items regarding signs needs to be addressed. Trustee McDonough asked if there was anything staff could do to inform the businesses without waiting for the next ARB meeting.

Community & Economic Development Director McNellis stated Staff has informed the new businesses they would meet with them to inform them.

6.0 **NEW BUSINESS**

Trustee McAllister suggested the Village acknowledge the achievements of Jackie Robinson West Little League team for their recent accomplishments. Trustee McAllister suggested the Village Board issue a Resolution or Proclamation to be presented. Director of Public Works Woodbury noted he would reach out to Lincolnshire Sports Association to see if they had any suggestions on how to recognize the little league team.

Trustee Brandt informed the Board of the Police presentation related to Social Hosting, DUI and Zero Tolerance, taking place on Thursday, August 28, 2014 at 7:00 p.m. in the Community Room at the Village Hall and Stand Strong is meeting on Tuesday, August 26, 2014 at 7:00 p.m. in the Community Room at the Village Hall. Trustee Brandt noted she had been informed the presentations needed to be advertised better and possibly held at different locations or even hosted during open house nights at the schools. Trustee McDonough suggested taping some of the presentations and possibly linking them to the website to view at any time.

Village Attorney Simon introduced his college, John Christensen who would be helping him out any time he was not available.

Trustee Brandt asked if Trick or Treat hours have been decided. Chief of Police Kinsey noted the hours have been posted in the fall Newsletter. Trustee Brandt noted Halloween is Friday, October 31st with Boo Bash being held the next day and suggested taking a year off of Boo Bash due to Halloween being at the start of the weekend. Trustee Brandt asked for feedback from the Board regarding taking a year off of Boo Bash. It was the consensus of the Board taking a take year off from Boo Bash may be an option if Lincolnshire

Community Association is in agreement.

7.0 EXECUTIVE SESSION

8.0 ADJOURNMENT

Trustee Grujanac moved and Trustee Brandt seconded the motion to adjourn. Upon a voice vote, the motion was approved unanimously and Mayor Blomberg declared the meeting adjourned at 8:57 p.m.

Respectfully submitted,

VILLAGE OF LINCOLNSHIRE

Barbara Mastandrea
Village Clerk

REQUEST FOR BOARD ACTION
Committee of the Whole
September 8, 2014

Subject:	Tri-State International Office Center – Parking Deck
Action Requested:	Preliminary Evaluation of an Amendment to an existing Special Use Ordinance granting a PUD to permit a proposed parking deck at 25/75 Tri-State International Office Center
Petitioner:	Trammell Crow Company/Principal Real Estate Investors
Originated By/Contact:	Steve McNellis, Director Department of Community & Economic Development
Advisory Board Review:	Architectural Review Board

Background:

- The Tri-State International Office Center was approved in 1970, and the 100-300 Tri-State buildings on the south end of this property were developed as Phase 1 shortly thereafter.
- The 25 and 75 Tri-State Buildings represent Phase 2 of the Tri-State International Office Center and were developed after the 1986 annexation of the subject land.
- Total square footage in the five-building complex is approximately 559,000 sq. ft.
- Outside of site signage updates and minor parking lot revisions, the exterior of the five buildings in this complex and the site have remained generally unchanged since initial construction.
- The subject site is in a PUD in the underlying B2 General Business Zoning District.

Preliminary Evaluation Summary:

- Trammell Crow Company, on behalf of property owner Principal Real Estate Investors, proposes an 849 space parking deck in the existing surface parking lot north and east of the 25 and 75 buildings in the Tri-State International Office Center.
- This parking deck would serve a large prospective tenant that would completely occupy the 25 and 75 Tri-State buildings (a total of 209,000 square feet), which are currently primarily vacant.
- The proposed parking deck is designed as 3.5 levels, with 4 floors to the north and 3 floors to the south. The proposed design preserves views to and from the southern of the two buildings (75 Tri-State) from the Tollway and westbound Rt.22, rather than blocking the view entirely to the two-building complex.
- Taking into account 382 existing surface parking spaces displaced by the proposed parking deck, the net gain in on-site parking resulting from the new deck will be almost 500 spaces.
- Underground utilities, including water/sewer and ComEd would be relocated as part of the project.
- The proposed parking deck structure is sited to be screened from view of adjacent residential neighborhoods and is over 400' from the nearest building (Homewood Suites Hotel)
- *This request is classified as a "Major Amendment" to the current Special Use. As this is a PUD, Village Board will hold the Public Hearing on the Special Use Amendment to the PUD, while ARB will review the overall building and site/landscaping design. Final authorization will be determined by Village Board.*

At the ARB meeting and VB Public Hearing, Staff intends to raise and discuss the following items:

1. Parking Deck Design: Given the close proximity of the parking deck to the 25/75 buildings, design compatibility will be of primary importance. Materials and colors should be compatible and design concept should continue the simplicity and horizontal banding expressed in the 25/75 buildings.
2. Building Setbacks: B2 Zoning requires a building setback along the North Property line (adjacent to the Tollway on-ramp) of 50'. The proposed deck will be located 20-30' from the property line. A zoning exception in the PUD Amendment would be necessary to permit a reduced setback. It should be noted setbacks are designed to provide space between structures for light and ventilation. In this case, no building will be constructed adjacent to the north side of the proposed deck, as the open space of the Tollway intersection will remain a constant.
3. Landscaping: Landscape screening should be emphasized along the North (Tollway on-ramp) and Northwest (facing Homewood Suites) property lines to reduce visual impact of the proposed parking deck. Screening such as planter boxes along deck walls, ivy screen walls and columnar tree planting should all be considered, based upon predicted viability of plant materials in these locations and ability to provide an appropriate screen that softens the impact without creating a monolithic wall.
4. Traffic Study: An increase of 500 vehicles to/from this site is significant. The intersection of Westminster Way and Rt. 22 is designed to handle a large number of vehicles from both the Tri-State International Office Center and the Aon/Hewitt campus. However, a traffic study is appropriate to determine impacts this increase in traffic will have on the intersection, as well as the stop-sign controlled intersection at Westminster way and the Tri-State complex road entry.

Recommendation:

Preliminary Evaluation feedback from the Village Board for further analysis by the ARB in review of building and site/landscaping modifications, and the Village Board in a Public Hearing to amend the PUD.

Reports and Documents Attached:

- Letter of Request and Presentation Packet, prepared by Trammell Crow Company.

Meeting History	
Current Village Board Evaluation (COW):	September 8, 2014

Trammell Crow Company

September 4, 2014

Mr. Stephen McNellis
Community & Economic Development Director
Village of Lincolnshire
One Olde Half Day Road
Lincolnshire, IL 60069

RE: Tri-State International – Lincolnshire, IL – Proposed Parking Structure

Dear Stephen,

Trammell Crow Company, on behalf of Applicant, Principal Real Estate Investors, owner of Tri-State International, is pleased to submit the attached Concept Plan Design Package, in advance of our presentation on September 8, 2014, when we will formally present our Concept Plan for the proposed parking structure improvements located at the Tri-State International office park.

Per our conversation, our proposal would require an amendment to the Tri-State International Planned Unit Development (PUD). The current underlying zoning of the property is B2 PUD, allowing office uses, and we are respectfully requesting to amend the PUD to permit our proposed parking structure on the property located adjacent to the 25 and 75 office buildings.

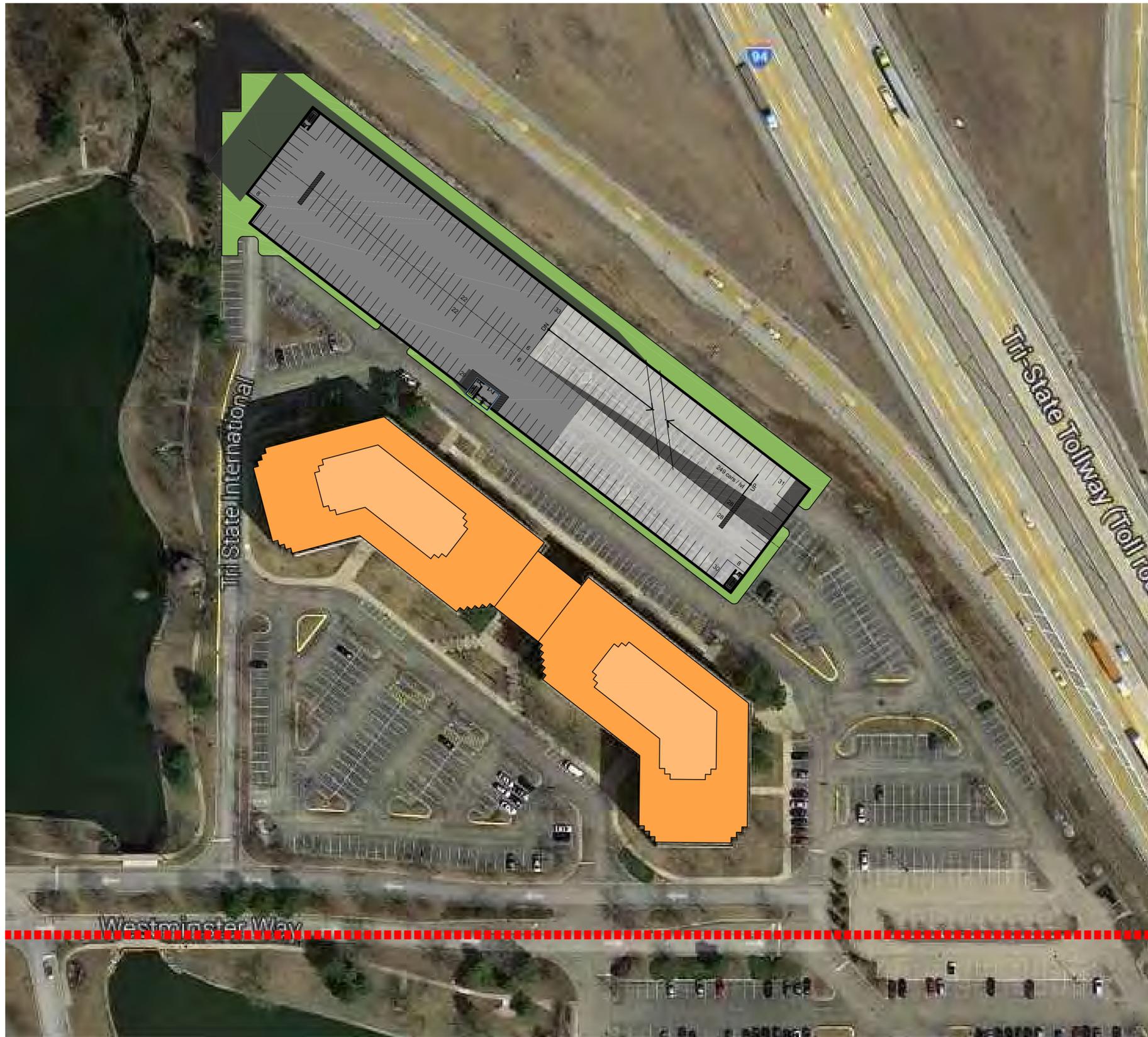
We look forward to working with the Village of Lincolnshire throughout the process to meet the needs of the community. Our goal is to deliver an additional 467 parking stalls that will serve the Tri-State International tenant base.

Please let me know if you have any questions. Thanks!

Sincerely,



Johnny Carlson
Trammell Crow Company

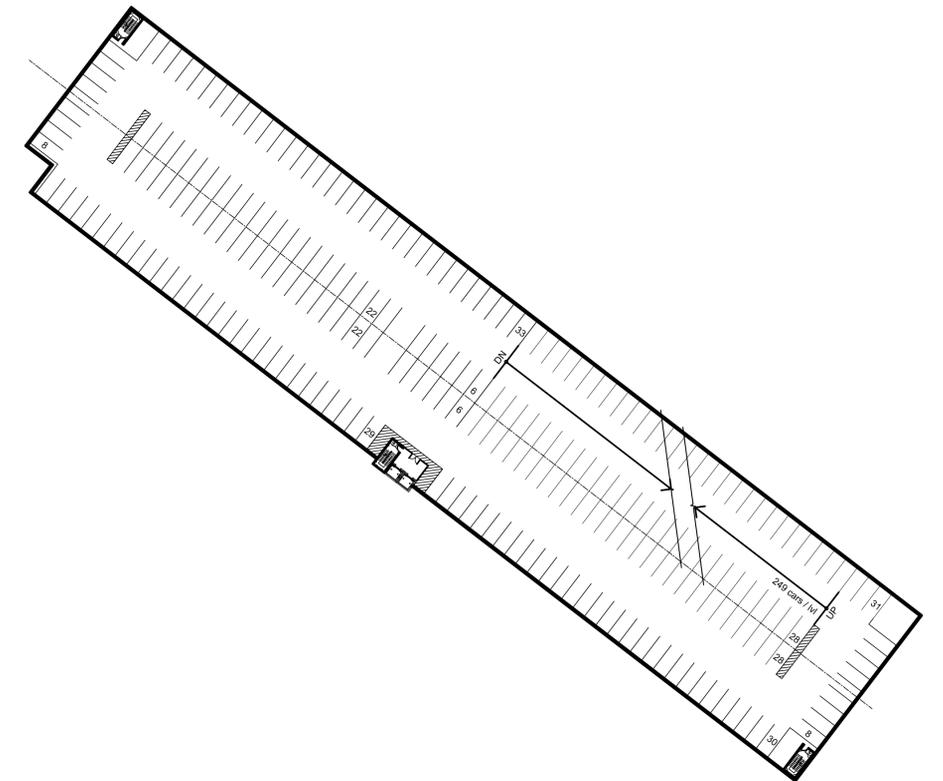


DECK LAYOUT

- NEW CAR COUNT: 249 CARS PER LEVEL +/-
- a. 90 DEGREE PARKING.
 - b. TWO WAY TRAFFIC FLOW.
 - c. EXISTING OFFICE BUILDINGS ARE APPROX. 55FT TALL.
 - d. @ 3.5 LEVELS = 849 CARS
 - d.a. APPROXIMATELY 36FT TALL.

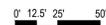
- EXTG SURFACE CAR COUNT:
- 1. EXTG SPACES = 786
 - 2. DISPLACED SPACES = - 382
 - 3. REMAINING SPACES = 404

TOTAL CAR COUNT:
 3.5 LEVEL DECK = 849
 EXTG SPACES = 404
 TOTAL = 1,253



PARKING DECK - TYP. LEVEL

NOTE: Scale: 1" = 50'

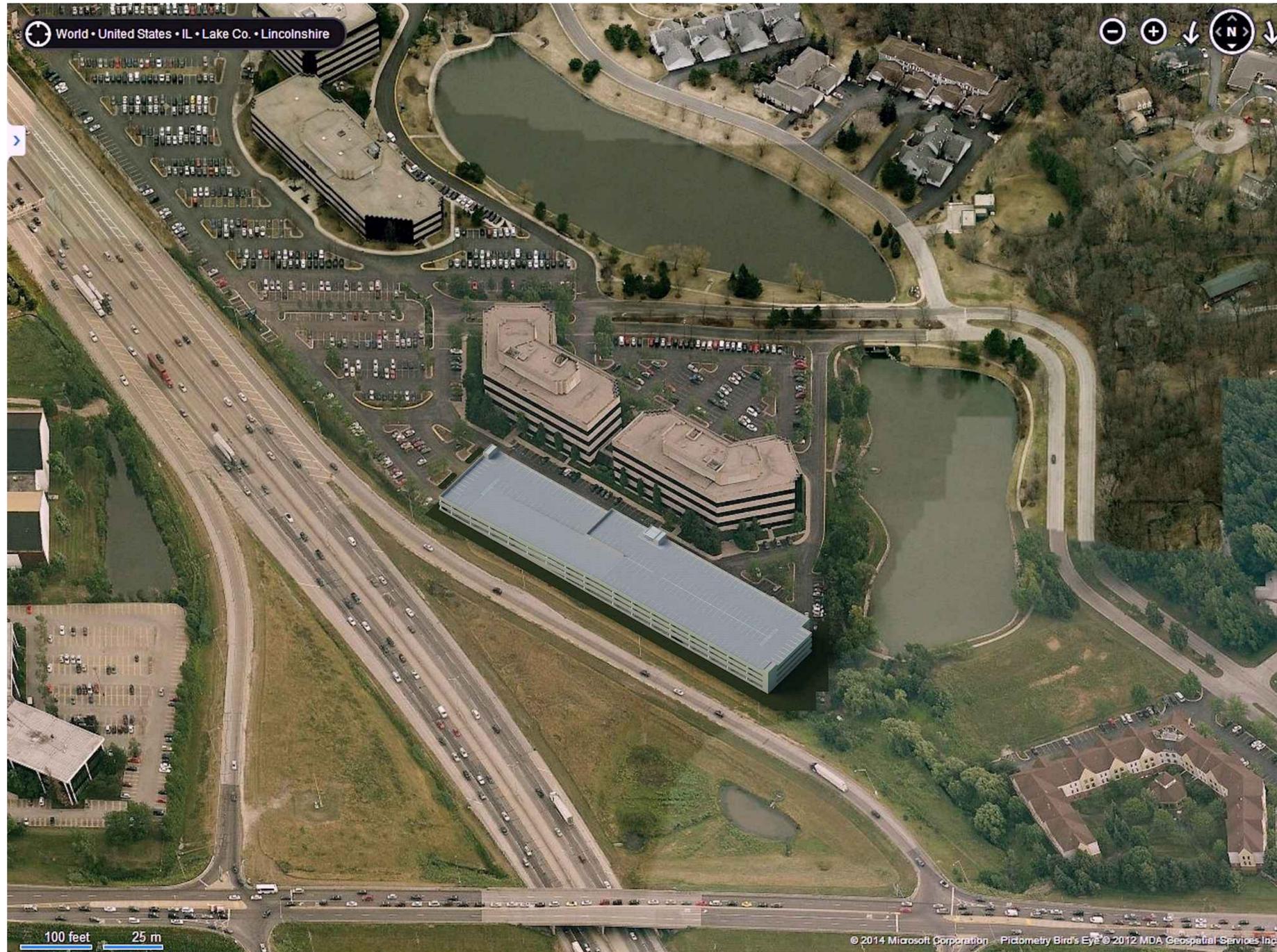


AERIAL- DECK STUDY

NOTE: Scale: 1" = 50'



SCHEME PRELIMINARY 2014-09-03

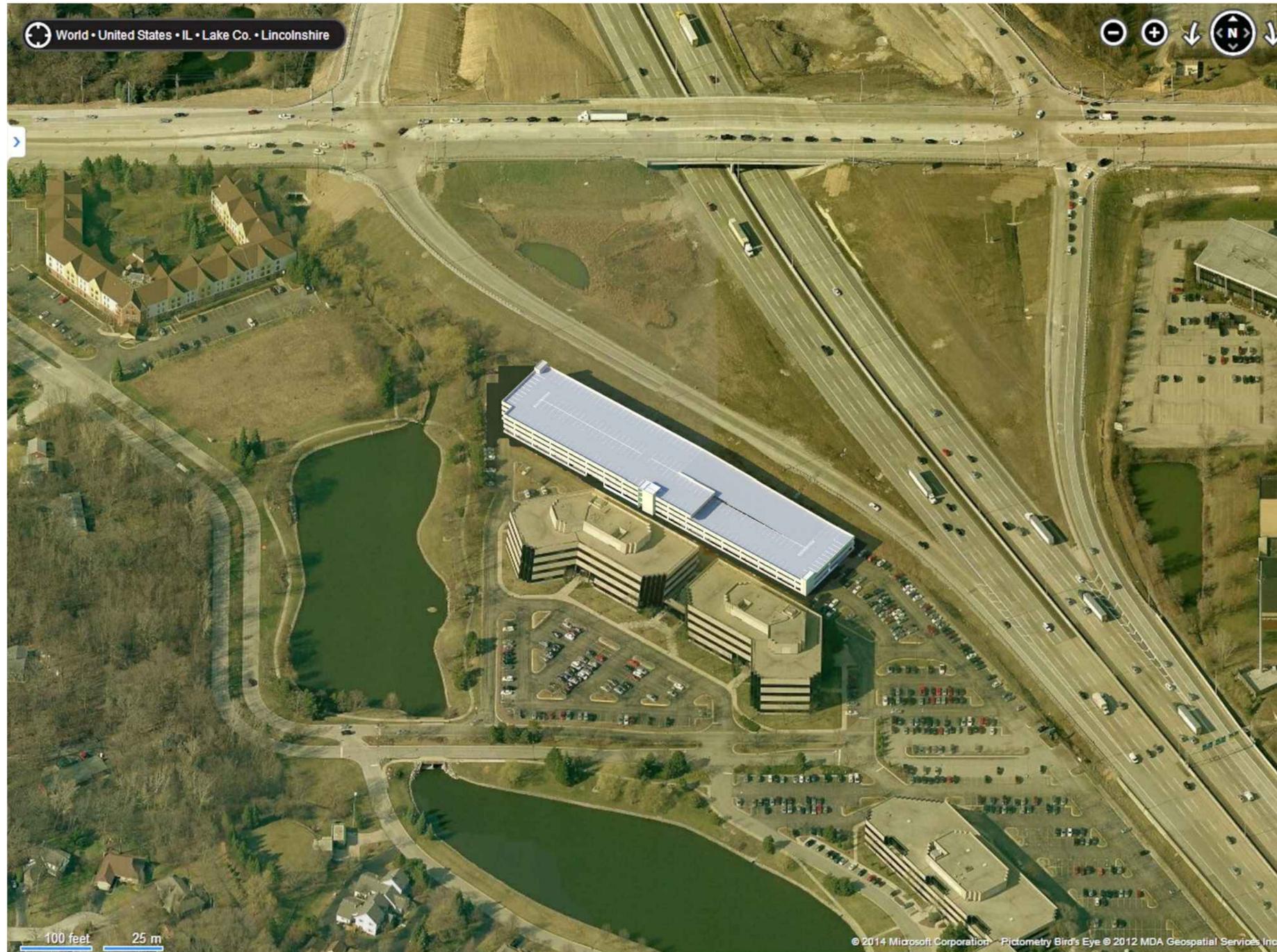


AERIAL VIEW - FROM NORTH

NOTE: Scale: N.T.S.

SCHEME **E**

PRELIMINARY 2014-09-04



AERIAL VIEW - FROM SOUTH

NOTE: Scale: N.T.S.

SCHEME **E**

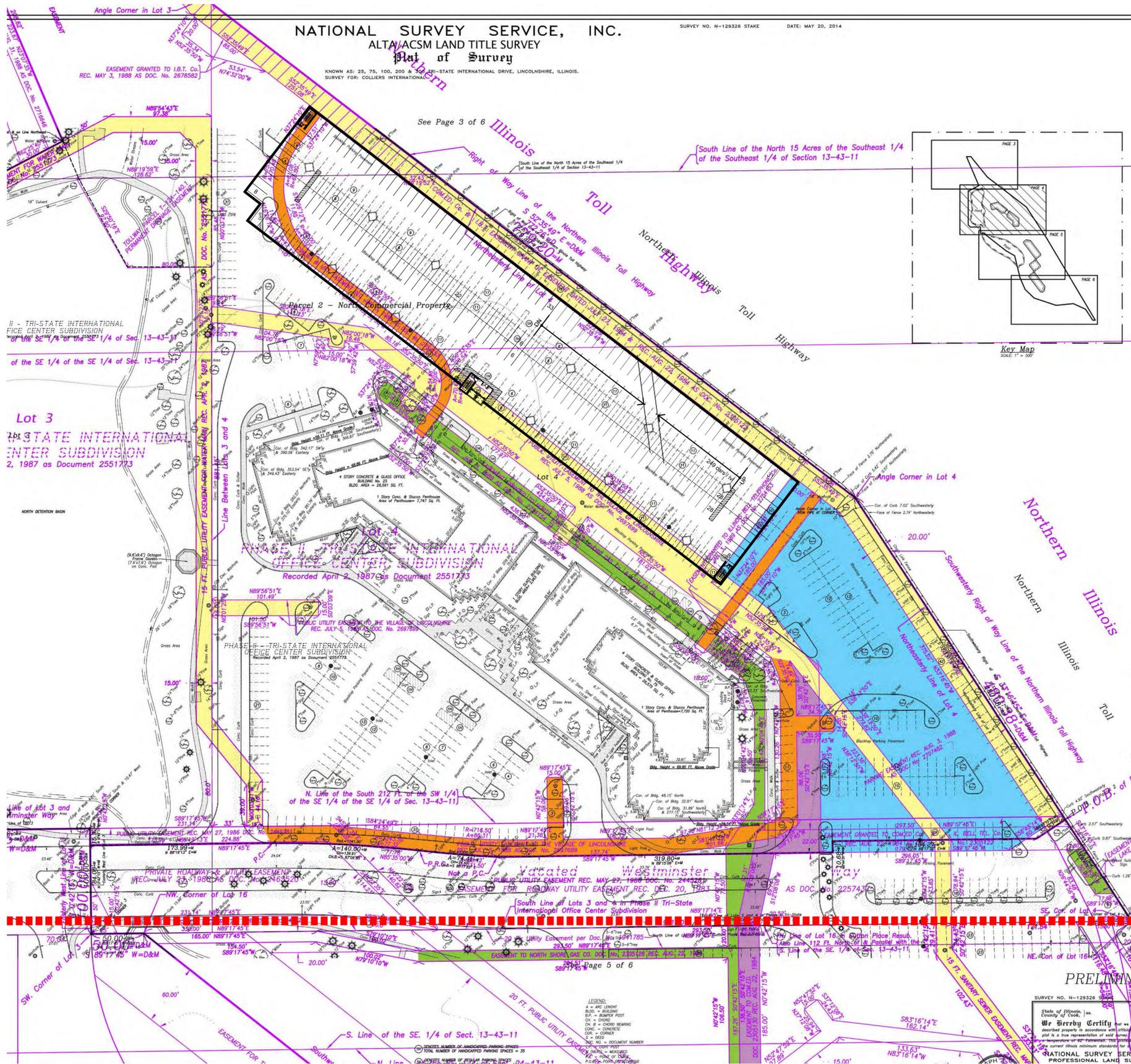
PRELIMINARY 2014-09-04

NATIONAL SURVEY SERVICE, INC.

SURVEY NO. N-129326 STAKE DATE: MAY 20, 2014

ALTA/ACSM LAND TITLE SURVEY
 Plan of Survey

KNOWN AS: 25, 75, 100, 200 & 300' TRI-STATE INTERNATIONAL DRIVE, LINCOLNSHIRE, ILLINOIS.
 SURVEY FOR: COLLIER INTERNATIONAL



DECK LAYOUT

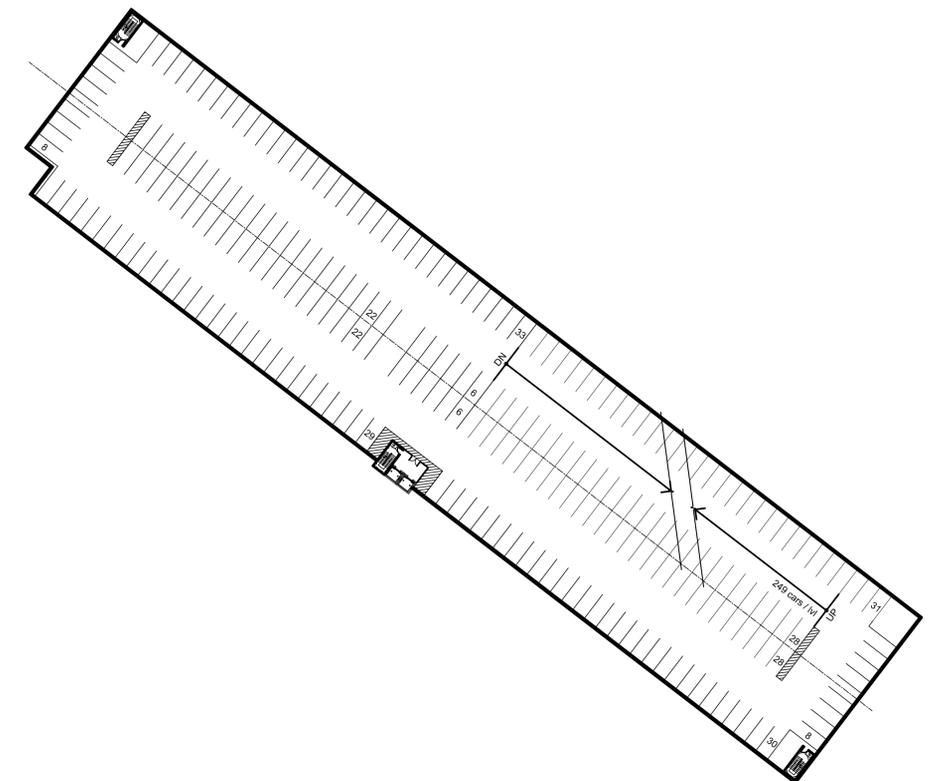
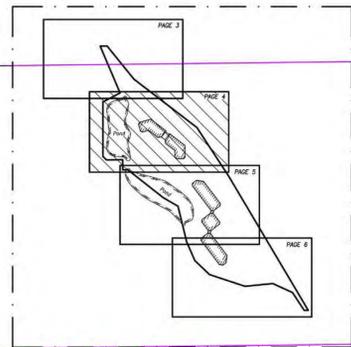
- NEW CAR COUNT: 249 CARS PER LEVEL +/-
- a. 90 DEGREE PARKING.
 - b. TWO WAY TRAFFIC FLOW.
 - c. EXISTING OFFICE BUILDINGS ARE APPROX. 55FT TALL.
 - d. @ 3.5 LEVELS = 849 CARS
 - d.a. APPROXIMATELY 36FT TALL.

EXTG SURFACE CAR COUNT:

- 1. EXTG SPACES = 786
- 2. DISPLACED SPACES = -382
- 3. REMAINING SPACES = 404

TOTAL CAR COUNT:

- 3.5 LEVEL DECK = 849
- EXTG SPACES = 404
- TOTAL = 1,253



PARKING DECK - TYP. LEVEL

NOTE: Scale: 1" = 50'

SITE- DECK / UTILITY STUDY

NOTE: Scale: 1" = 50'

LEGEND:
 A = AC LAND
 BLDG = BUILDING
 BLDG = BUILDING FOOT
 CH = CHURCH
 CH = CHURCH BEARING
 CON = CONCRETE
 C = CURB
 D = DOCUMENT NUMBER
 E = EASEMENT
 F = FENCE
 G = GROUND
 H = HOLE
 I = IRON
 J = JUNCTION
 K = KICK
 L = LINE
 M = MARKER
 N = NAIL
 O = OIL
 P = POINT OF INTEREST
 Q = QUANTITY
 R = ROAD
 S = SIGN
 T = TOWER
 U = UTILITY
 V = VALVE
 W = WALL
 X = X-MARKER
 Y = YARD
 Z = ZONE

PRELIMINARY

State of Illinois, ss.
 County of Cook,
 We Sincerely Certify that we
 and our assistants have
 performed a true and correct
 survey of the premises
 described in the foregoing
 plat in accordance with the
 laws of the State of Illinois.
 NATIONAL SURVEY SERVICE, INC.
 PROFESSIONAL LAND SURVEYOR

SCHEME E

PRELIMINARY 2014-09-03



ELEVATION - SOUTH WEST

Scale: 3/64" = 1'-0"



ELEVATION - SOUTH EAST

Scale: 3/64" = 1'-0"

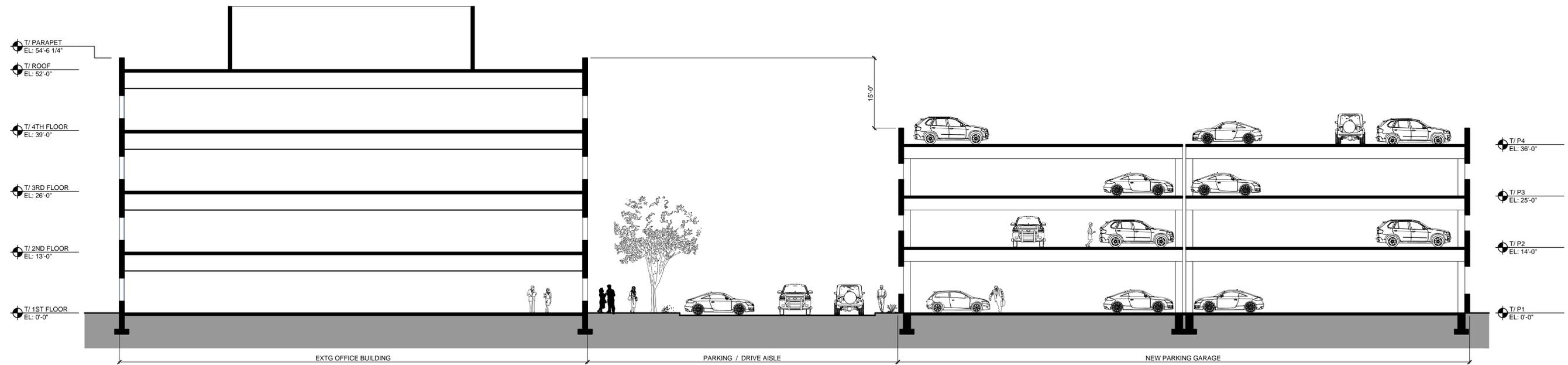




CONCEPTUAL RENDERING- View 1
NOTE: Scale: N.T.S.

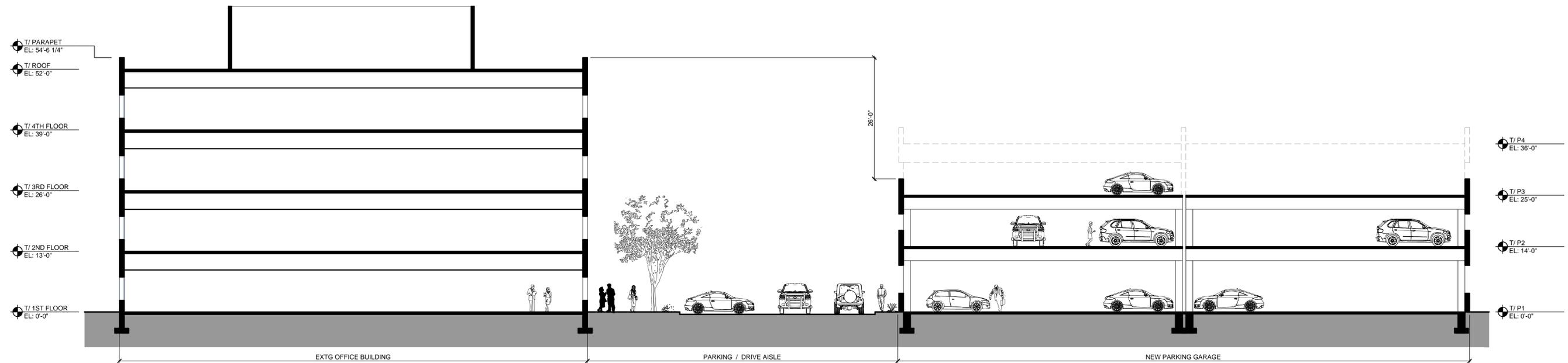
SCHEME **E**

PRELIMINARY 2014-09-04



CROSS SECTION - NORTH

NOTE: Scale: 3/32" = 1'-0"



CROSS SECTION - SOUTH

NOTE: Scale: 3/32" = 1'-0"



SCHEME

PRELIMINARY 2014-09-03

REQUEST FOR BOARD ACTION
Committee of the Whole
September 8, 2014

Subject:	U-Haul Self-Storage & Truck Rental Facility
Action Requested:	Preliminary Evaluation of an Amendment to an existing Special Use Ordinance and site plan modifications for a proposed U-Haul facility - 200 Industrial Drive
Petitioner:	Amerco Real Estate Company
Originated By/Contact:	Stephen Robles, Village Planner Department of Community & Economic Development
Advisory Board Review:	Zoning Board and Architectural Review Board

Background:

- In 1976, the subject property located at 200 Industrial Drive received a Special Use for *“truck, tractor and trailer leasing facilities, including a building within which trucks, tractors and trailers may be serviced and maintained, together with accessory parking”* pursuant to Ordinance No. 76-446-76.
- A subsequent Special Use was granted in 1978 by Ordinance No. 78-533-23 to permit *“a facility for the purpose of selling, leasing, repairing, maintaining, and rebuilding truck, trailer and truck parts and truck trailer parts – indoors only”*, subject to seven conditions regarding the development and use of the property (see attached Ordinance No. 78-533-23). The current uses of the property remain consistent with the authorizing ordinances and M-1 (Restricted Manufacturing) zoning.
- The existing single-story metal building was constructed to accommodate truck and trailer rental/repair, with individual repair/service bays. Various accessory buildings have since been constructed based on the variety of industrial uses on the site. The current condition of the property is reflective of its industrial nature and has not been maintained in a typical manner. Landscaping on-site is limited to an existing 6-foot tall berm fronting Aptakisic Road.
- The property is located in Area H of the Boundary Agreement with Buffalo Grove, which is planned for disconnection from Lincolnshire and annexation into Buffalo Grove. Staff provided Buffalo Grove Village with U-Haul’s current application materials for review and comment, and no outstanding issues or concerns were identified by Buffalo Grove related to the proposed plan. Buffalo Grove Staff will be included in subsequent reviews and Staff will seek detailed zoning and site design comments during the Zoning Board and ARB review processes.

Preliminary Evaluation Summary:

- U-Haul, represented by Amerco Real Estate Company, is under contract to purchase the subject property to reuse the existing building for a U-Haul self-storage and truck rental facility. U-Haul requests amending Special Use Ordinance 78-533-23 to remove the prohibition of truck and trailer parking in front of the building and reduce the existing landscape berm to 3 feet tall (see attached presentation packet).
- The current M-1 zoning permits “storage and warehousing establishments”, which accommodates U-Haul’s self-storage operations. Truck rental (leasing) is permitted under the existing Special Use; Village Attorney Simon has confirmed the existing Special Use ordinance is transferrable with the land.
- Item G of Ordinance No. 78-533-23 requires *“that no trucks or truck tractors shall be parked or otherwise stored in front of the building to be constructed on the subject real estate”*. U-

Haul states in their application they rely on visibility of rental trucks commonly parked along the street frontage. As U-Haul desires to locate rental trucks along Aptakistic Road, they are requesting removal of this prohibition from the ordinance

- An existing 6-foot tall landscaped berm fronts Aptakistic Road, continues south along the neighboring residential property (located in Buffalo Grove), and serves as a natural barrier to screen the industrial nature of the property from the public way and adjacent residence. U-Haul requests reducing the height of the berm to 3 feet to increase visibility of their rental trucks.
- *This request is classified as a “Major Amendment” to the current Special Use. The Zoning Board will hold the Public Hearing on the Special Use Amendment, while the ARB will review the overall building and site design (including landscaping and signage). Final authorization will be determined by the Village Board.*

At the Zoning Board meeting, Staff intends to raise and discuss the following items:

1. Limitation in Building Reuse: U-Haul’s short-term plan is to occupy the existing metal building and repurpose it for their operations, identified as “Phase 1” in the attached letter of request. “Phase 2” long-term plan is to construct a new multi-story building on the south end of the site. Staff requested clarification whether the short-term plan to occupy the existing building will be permanent or if the building will be removed upon construction of a new facility. The applicant’s attached letter is what was submitted in response to Staff’s request.

Staff is supportive of the proposed land use and temporary reuse of the existing building. However, a maximum time limitation on the use of the existing building should be established, along with a requirement for discontinued use of the existing building upon construction of the new facility.

2. Number of Rental Spaces: 24 truck rental spaces in front of the building are identified in the conceptual site plan, occupying the entire frontage of the property. Staff questions if a large portion and/or the entire fleet of rental trucks needs to be displayed. Reduction in the number of “displayed” rental vehicles should be further analyzed.

At the ARB meeting, Staff intends to raise and discuss the following items:

1. Site Improvements: The Phase 1 plan identifies only minor improvements to the site’s exterior. The property should be brought up to Village Code standards through the removal of existing accessory structures, paving the existing gravel parking areas, etc. and incorporate reasonable site improvements, including code-compliant parking areas, landscaping, signage, etc.
2. Reduction of Landscaped Berm: The proposed height reduction of the existing landscaped berm will result in complete removal of the existing mature tree coverage and presents concerns regarding the extent of visibility to the site. While Staff understands U-Haul’s desire for increased visibility, an entire reduction of the berm appears excessive. The original intent of the berm was to screen the outside storage of vehicles, which remains an integral part of this request. Ground signage may be able to be utilized to assist in identification of the site, without significant berm and mature tree removal. A detailed grading and landscaping plan must be provided for ARB analysis to determine the acceptable amount of reduction, if any.

Recommendation:

Preliminary Evaluation feedback from the Village Board for further analysis to be conducted at a Public Hearing with the Zoning Board of a Special Use amendment and ARB review of site plan modifications for U-Haul.

Reports and Documents Attached:

- Letter of Request and Presentation Packet, prepared by Amerco Real Estate Company.
- Location Map and Site Photographs.
- Ordinance No. 78-533-23.

Meeting History

Current Village Board Evaluation (COW):	September 8, 2014
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AMERCO[®]

REAL ESTATE COMPANY

2727 NORTH CENTRAL AVENUE, 5-N • PHOENIX, ARIZONA 85004
PHONE: 602.263.6555 • FAX: 602.277.5824 • EMAIL: parul@uhaul.com

Letter of Intent

U-Haul has prepared this application package for the opportunity to receive the Village of Lincolnshire participation and counseling in regards to a Special Use Permit Modification request for the property at 200 Industrial Drive.

U-Haul is interested in acquiring the 11.48-acre site located south of Aptakistic Road and west of Industrial Drive. This project will be completed in two phases. Phase 1, short-term plan, will include the adaptive re-use of the existing single-story 18,101s.f. metal building. This will contain interior self-storage units, a showroom, a couple bays for dispatch/receiving and customer hitch installations. This does not include servicing or repair of U-Haul equipment on site. Phase 2, long-term plan, will include a multi-story state of the art climatized internal self-storage building on the south portion of the property. This will allow U-Haul to better serve the storage needs of the community.

The property is currently zoned Manufacturing Special Use - M1 SU. Self-storage is permitted in the current zone and truck rental is permitted under an existing Special Use Permit, 76-446-76. However the use permit requires that all vehicles must be parked south of the building and the placement of an 8ft berm along the northern property line. U-Haul would like to amend the use permit to allow parking of U-Haul trucks north of the building and reduce the berm to 3ft along Aptakistic Road. The placement of trucks and berm reduction increase visibility and drive-by awareness, which happens to be the only form of U-Haul advertisement. We feel that U-Haul would be an appropriate use for the property and the expansion of services would be an asset to the community. There are proven benefits for allowing self-storage facilities in communities:

- Self-storage facilities are quiet
- They provide an excellent buffer between zones
- They create very little traffic
- They have little impact on utilities
- They have no impact on schools
- They provide a good tax revenue
- They provide a community service

U-Haul moving and storage are convenience businesses. Our philosophy is to place U-Haul stores in high growth residential areas, where we fill a need for our products and services. Customers are made aware of the U-Haul store, primarily via drive-by awareness, much like that of a convenience store, restaurant or hardware store. Attractive imaging and brand name recognition bring in area residents — by our measures, those who live within a four-mile radius of the center.

Custom site design for every U-Haul store assures that the facility compliments the community it serves by architectural compatibility and attractive landscaping. Adherence to community objectives is key, so that the U-Haul store is a neighborhood asset, and is assured of economic success.

U-Haul looks forward to working with the Village of Lincolnshire and we look forward to your consideration of the Special Use Permit Amendment Application that we are submitting at this time. Please provide us with your feedback and any comments you may have.

THE U-HAUL STORE

U-Haul stores characteristically serve the do-it-yourself household customer. In a typical day at U-Haul, the store will be staffed with a general manager and two to three customer service representatives. Families will generally arrive in their own automobiles, enter the showroom and may choose from a variety of products and services offered there.

- Families typically use U-Haul stores to store furniture, household goods, sporting equipment or holiday decorations. Often prompted by moving to a smaller home, combining households or clearing away clutter to prepare a home for sale, storage customers will typically rent a room for a period of two months to one year.
- U-Haul stores also rent trucks and trailers for household moving, either in-town or across country.
- Families who need packing supplies in advance of a move or to ship personal packages can choose from a variety of retail sales items, including cartons, tape and packing materials.
- Families who tow U-Haul trailers, boats or recreational trailers can select and have installed the hitch and towing packages which best meet their needs.
- Moving and storage are synergistic businesses. Over half of our storage customers tell us they used U-Haul storage because of a household move. Customers will typically rent U-Haul equipment or use their

personal vehicle to approach the loading area and enter the building through the singular customer access. All new U-Haul stores are designed with interior storage room access, giving the customer the added value of increased security, and the community the benefit of a more aesthetically pleasing exterior.

SIGNIFICANT POLICIES:

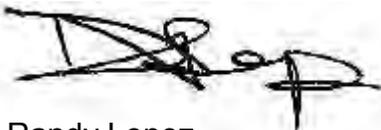
- Hours of Operation:

Mon. - Thurs.	7:00 a.m. to 7:00 p.m.
Fri.	7:00 a.m. to 8:00 p.m.
Sat.	7:00 a.m. to 7:00 p.m.
Sun.	9:00 a.m. to 5:00 p.m.

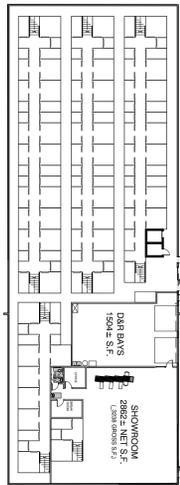
Note: Some customers will have storage access after business hours of operation through card-swipe building access. The remainder of the business will be closed.

- All U-Haul storage customers are issued a card-swipe style identification card that must be used to gain access to their room. This is but one of many security policies which protect the customer's belongings and decrease the ability of unauthorized access to the facility.
- It is against policy for a business to be operated from a U-Haul storage room.
- Customers and community residents who wish to use the on-site dumpsters for disposing of refuse must gain permission to do so, and are assessed an additional fee.
- Items that may not be stored, include: chemicals, flammables, and paints.
- U-Haul stores are protected by video surveillance.
- U-Haul stores are non-smoking facilities.
- U-Haul will provide added service and assistance to our customers with disabilities.

Sincerely,

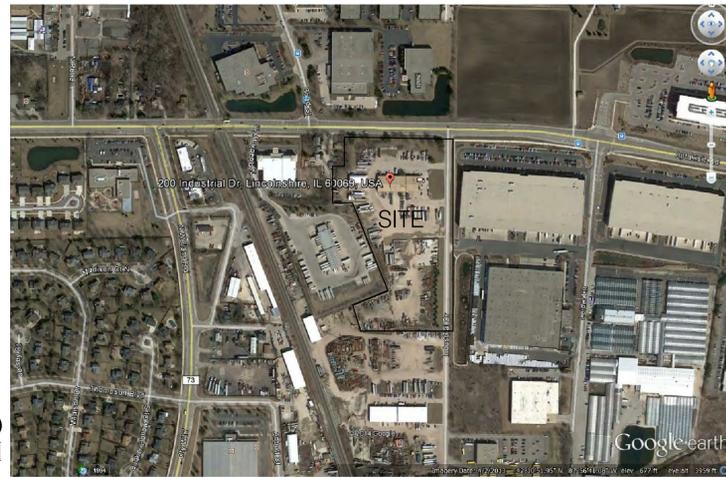


Randy Lopez
Urban Planner

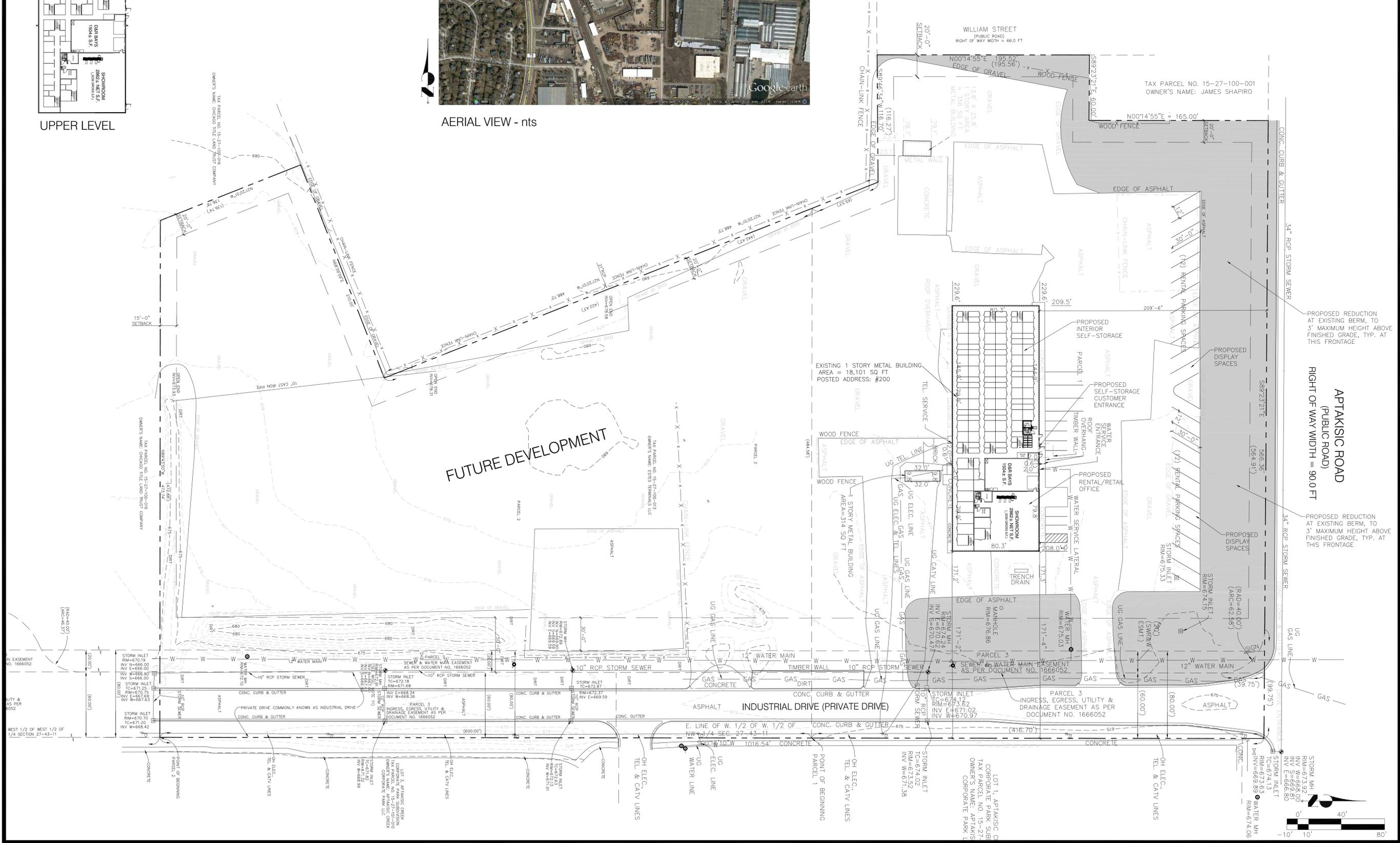


UPPER LEVEL

PROPOSED LOCKER MIX						
ROOM SIZE	SC-10		TOTAL QTY.	SQ. FT.	%	
	UPPER	LOWER				
5 x 5	25	12	0	37	925	7%
5 x 10	47	47	0	94	4,700	32%
5 x 15	0	0	0	0	0	0%
10 x 10	32	49	0	81	8,100	55%
10 x 15	0	6	0	6	900	6%
TOTAL	104	114	0	218	14,625	100%



AERIAL VIEW - nts



GENERAL NOTES:

NO.	DATE	INITIALS	NOTES
1			
2			
3			
4			
5			
6			
7			
8			

REVISIONS:

NO.	DATE	INITIALS	NOTES
1			
2			
3			
4			
5			
6			
7			
8			

PROFESSIONAL SEAL:

ARCHITECT LOGO:

AMERCO REAL ESTATE COMPANY
 CONSTRUCTION DEPARTMENT
 2727 NORTH CENTRAL AVENUE
 PHOENIX, ARIZONA 85004
 P: (602) 263-6502
 F: (602) 277-1026

SITE ADDRESS:
 U-HAUL LINCOLNSHIRE
 200-300 INDUSTRIAL DR
 LINCOLNSHIRE, IL 60069

SHEET CONTENTS:
 PROPOSED
 SITE PLAN

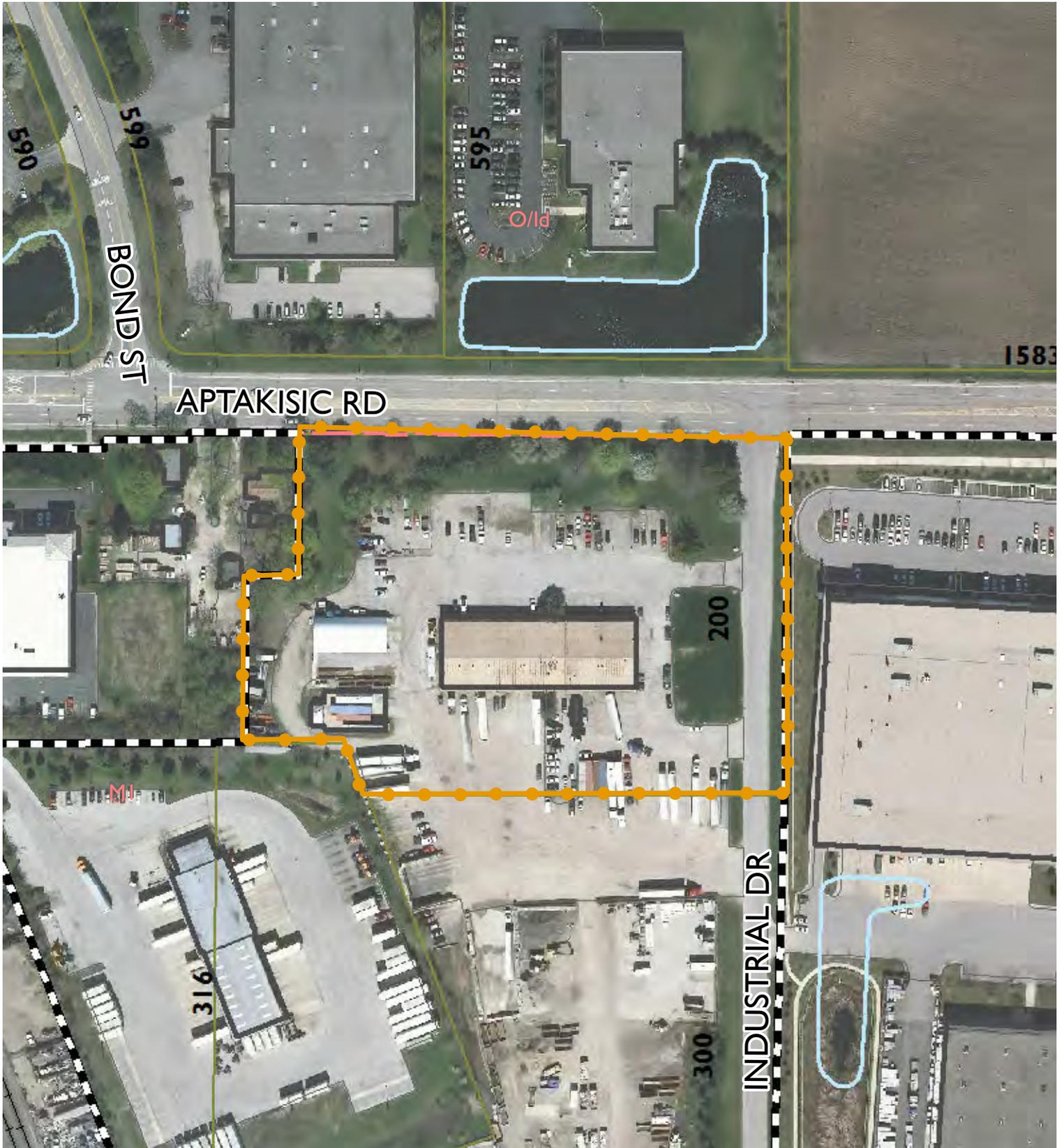
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 DATE: 06/13/14

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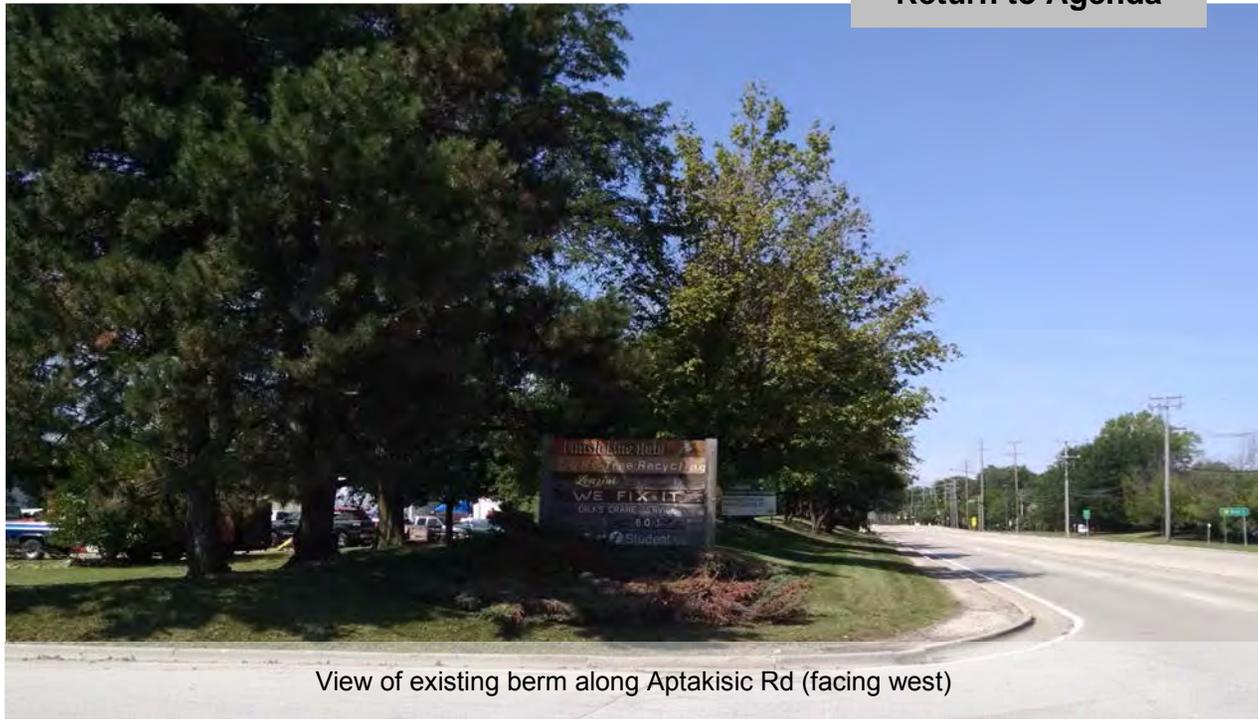
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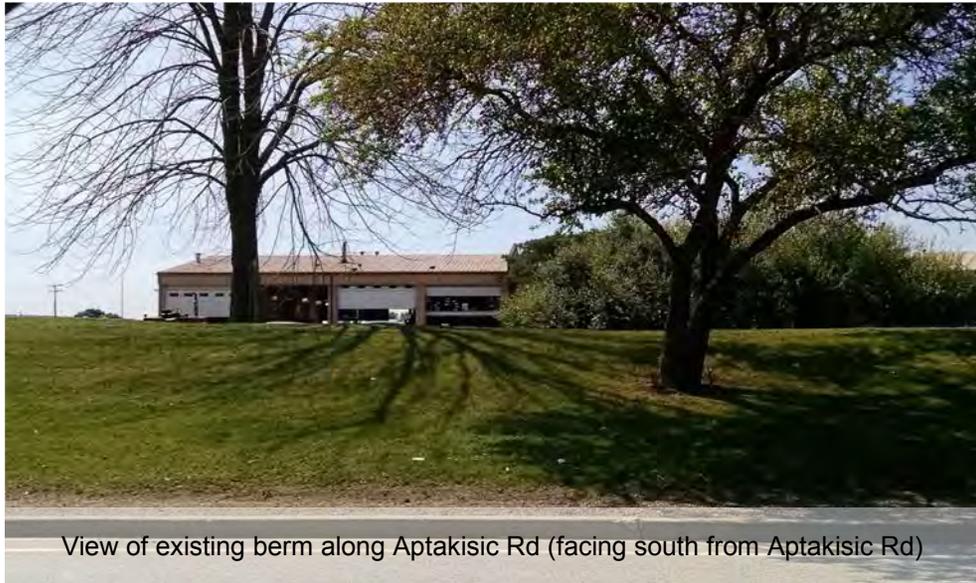


-  Village Boundary
-  Zoning Districts
-  Building
-  Water Feature
-  Parcel
-  Subject Location





View of existing berm along Aptakistic Rd (facing west)



View of existing berm along Aptakistic Rd (facing south from Aptakistic Rd)



View of existing berm along Aptakistic Rd (facing south from Aptakistic Rd)



Village of Lincolnshire

One Olde Half Day Road, Lincolnshire, IL 60069
847.883.8600 | www.village.lincolnshire.il.us

SITE PHOTOS

200 Industrial Drive



ORDINANCE NO.

78-533-22

ORDINANCE AMENDING SECTION 90-8-2(3) OF THE
LINCOLNSHIRE ZONING CODE AND GRANTING A SPECIAL USE (FOREMAN-KASSULAT)

WHEREAS, the Plan Commission of the Village of Lincolnshire, Lake County, Illinois, pursuant to notice as required by law, held a public hearing and adjourned a public hearing on the question of the passage of the following amendment of the Lincolnshire Zoning Code, as amended, and the granting of the requested special use permit described herein for the property described in Section 5 hereof; and

WHEREAS, the Plan Commission has heretofore submitted to the Mayor and Board of Trustees of the Village of Lincolnshire, Lake County, Illinois, its report and recommendations, including its findings of fact, with relation to the proposed amendment and the granting of the special use permit; and

WHEREAS, the Corporate Authorities of the Village of Lincolnshire, Lake County, Illinois, have duly considered said report and recommendations and findings of fact of said Plan Commission in relation to the proposed amendment and granting of a special use permit;

BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Lincolnshire, Lake County, Illinois, as follows:

Section 1: That this Mayor and Board of Trustees of the Village of Lincolnshire hereby adopt by reference the findings of fact, and report and recommendations of the Lincolnshire Plan Commission as aforesaid as the findings of this Mayor and Board of Trustees as fully as if completely set forth at length herein. A copy of said report and recommendations, including the findings of fact of the Plan Commission, was presented to this Mayor and Board of Trustees and is on file with the Village Clerk as an official record of this Village, and is available for public

inspection. All exhibits and evidence submitted to said Plan Commission relative to the proposed amendment and requested granting of a special use permit are also incorporated by reference herein to the same effect and as if fully recited herein at length.

Section 2: Based upon the above report, recommendations and findings of fact relating to the proposed amendment, as incorporated by reference herein, this Mayor and Board of Trustees do hereby find as follows regarding the proposed amendment of the Lincolnshire Zoning Code set forth below in Section 3:

- (1) That the proposed amendment would include as a special use a use which is similar to and compatible with permitted special uses in the M1 Restricted Manufacturing District; and
- (2) That the proposed amendment is in the best interest of the Village of Lincolnshire and its residents, and is required by the public good; and
- (3) That the proposed amendment also contributes to the purposes of the Lincolnshire Zoning Code, as amended, as set forth in Section 90-2 thereof.

Section 3: That Section 90-8-2(3) of the Lincolnshire Zoning Code be and is hereby amended to add a new subsection (i) thereof reading as follows:

- (i) "A facility for the purpose of selling, leasing, repairing, maintaining, and rebuilding truck, trailer and truck trailer parts - indoors only."

Section 4: That based upon the findings above in Section 1, the Mayor and Board of Trustees find as follows in relation to the recommended granting of a special use for the property described below in Section 5 hereof as a M1 Restricted Manufacturing District, Special Use, A Facility for the purpose of selling, leasing, repairing, maintaining and rebuilding truck, trailer and truck trailer parts. - Indoors Only:

- (1) That such is desirable and in the public interest;
- (2) That the establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare;

- (3) That the special use will not cause appreciable injury to the use and enjoyment of other property in the immediate vicinity for the purpose already permitted, nor substantially diminish and impair property values within the neighborhood, and is, in fact, compatible with existing uses in the area;
- (4) That the establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district;
- (5) That adequate utilities, access roads, drainage, and the other necessary facilities have been or are being provided;
- (6) That adequate measures have been or will be taken to provide ingress and egress so designed to minimize traffic congestion in the public streets;
- (7) That the proposed facility is compatible with the physical character of the site;
- (8) That the facility would not adversely affect the values of surrounding properties or the anticipated provision for school or other municipal services.

Section 5: Based upon the above report, recommendation and findings of fact in relation to the requested special use permit, a special use is hereby granted under the provisions of Section 90-8-2(3) of the Lincolnshire Zoning Code, as amended aforesaid, to permit the construction of a facility for the purpose of selling, leasing, repairing, maintaining and rebuilding trust, trailer and truck trailer parts, for the following described real estate:

That part of the West 1/2 of the West 1/2 of the Northwest 1/4 of Section 27, Township 43 North, Range 11 East of the 3rd Principal Meridian lying Easterly of the Easterly line of the right of way of the Soo Line Railroad (formerly the Chicago and Wisconsin Railroad) bounded by a line described as follows: Beginning at a point on the East line of the West 1/2 of the West 1/2 of the Northwest 1/4 of said Section 27 which is 1608.0 feet North of the Southeast corner thereof; thence North along the East line of the West 1/2 of the West 1/2 of the Northwest 1/4 of said Section 27, 600.0 feet; thence West at right angles to said East line, 484.58 feet to a point on a line 420.0 feet Northeast-erly, measured at right angles, and parallel with the Easterly line of the right of way of the Soo Line Railroad; thence Southeasterly along said parallel line, 422.43 feet to an intersection with a line drawn at right angles to said Northeasterly line of said railroad right of way through a point of curve in said Easterly right of way line; thence Southwesterly along the last described line, 210.0 feet; thence Southeasterly

at right angles to the last described line, 139.74 feet to an intersection with a line drawn at right angles to the East line of the West 1/2 of the West 1/2 of the Northwest 1/4 of said Section 27 through said point on said East line which is 1608.0 feet North of the Southeast corner thereof; thence East along said line drawn at right angles to said East line, 472.88 feet to the place of beginning, in Lake County, Illinois.

all subject to, however, and conditioned upon the following:

A. That the building shall be constructed in accordance with plans approved by the Architectural Review Board of the Village, in addition to other customary approvals required under the ordinances, regulations and codes of the Village; and

B. That prior to the issuance of a building permit the landscaping plans for the building and site must be reviewed and approved by the Architectural Review Board of the Village and by the Board of Trustees of the Village, and that prior to the issuance of an occupancy permit such landscaping must be substantially completed, in the opinion of the Village Board of Trustees, as set forth in said approved plans.

C. That prior to any change to the site plan for the real estate previously tendered to and approved by the Village, entitled "Hawthorne Truck & Trailer Repair, Inc.," prepared by Otis Associates, Architects and dated December 20, 1977, said modified site plan shall be resubmitted to the Plan Commission, Architectural Review Board and the Board of Trustees for their review and approval, and no changes can be made without the approval of the Village Board.

D. That no more than two driveways leading to and from Industrial Drive shall be permitted to be built and/or used in regard to ingress and egress to and from the improvements shown on the site plan for the subject real estate.

E. That prior to the issuance of a building permit the Village shall receive the review and approval from the Village Engineer of the water retention improvements for the subject real estate and such other improvements as required by the Village.

F. That any sign to be utilized regarding the subject real estate shall be in accordance with the proposed sign ordinance presently being considered by the Village as the same may be finally approved, or otherwise in accordance with all applicable Village ordinances and regulations.

G. That no trucks or truck tractors shall be parked or otherwise stored in front of the building to be constructed on the subject real estate.

Section 6: That the Zoning Map of the Village of Lincolnshire, Lake County, Illinois, be amended so as to be in conformance with the granting of the special use permit set forth above in Section 5.

Section 7: All ordinances and parts of ordinances, including but not limited to, the Lincolnshire Zoning Code, as amended, in conflict herewith be and the same are hereby repealed and of no effect to the extent of such conflict.

Section 8: The Village Clerk is hereby directed and ordered to publish this Ordinance in pamphlet form as required by law.

Section 9: This Ordinance shall be in full force and effect from and after its passage, approval and publication as required by law.

PASSED this 9th day of May, 1978, by a roll call vote as follows:

AYES: Trustees Danzig, Stringer, Weber, Wilson

NAYS: Trustees Paterson and Red

ABSENT: NONE

APPROVED this 9th day of May, 1978, by the Mayor of the Village of Lincolnshire.

W. J. Mott
Village Mayor

ATTEST:

[Signature]
Village Clerk

**REQUEST FOR BOARD ACTION
Committee of the Whole
September 8, 2014**

Subject: Economic Development Plan Annual Update &
Preliminary Discussion on Development of an Economic Incentive
Policy

Action Requested: Discussion & Feedback

Originated By/Contact: Tonya Zozulya, Economic Development Coordinator
Department of Community & Economic Development

Referred To: Village Board

Agenda Item #3.13

Annual Update to the Economic Development Strategic Plan

- The Village Board adopted the current [Economic Development Strategic Plan \(Plan\) titled "Building Economic Success"](#) in June of 2013. The Plan consists of 11 goals and 41 action steps, scheduled for implementation through 2017. The Plan contemplates annual updates, during the Village's annual budget process, to review the progress toward scheduled goals/action steps and to determine whether any adjustments are warranted based on new information or changing economic conditions.
- The current update represents the first annual progress report and review since the Plan's adoption. To date, over 20 action steps have been accomplished or are in progress. Following are highlights of main completed action items to date:
 - Implemented 17 business site visits since Plan approval (5 site visits took place in 2012).
 - Launched monthly business e-newsletter titled "Lincolnshire Business Spotlight" in the fall of 2013. Published 12 issues to date, Initial subscribers totaled 269, and there are currently 348 subscribers. This represents an increase of 29% in subscribers to this new communication platform.
 - Conducted the first semi-annual broker roundtable discussion. Three brokers, representing Village Green and CityPark, attended.
 - Coordinated the planning and implementation of the 4th of July celebration and Taste of Lincolnshire.
 - Undertook a comprehensive review, and subsequent Code revisions, to the Zoning Code and Sign Code to provide greater certainty in the review process and clarity and expedience in permitting processes.
 - Participated in three International Council of Shopping Centers (ICSC) conventions, including the National ReCon real estate convention in Las Vegas in May 2014 to recruit new businesses to the Village.
- Attached is a redlined copy of the Plan noting Staff comments/updates on each action step. Some revisions involve a new implementation timeframe based on new information available. Staff also proposes wording changes (in red), where necessary, to update names, titles and other information.

Staff requests the Board's review and comments regarding the Economic Development Plan update. Based on feedback, Staff will revise the Plan and update the implementation timeline.

Agenda Item #3.14
Development of an Economic Incentive Policy

- Action Step #2 in Goal #5 of the Economic Development Strategic Plan calls for the evaluation of the Village's sales tax sharing (financial rebate) policy and consideration regarding the development of a sales tax agreement policy.
- Staff reviewed the Village's three existing sales tax sharing agreements with Interior Investments, Forsythe Technologies and The Fresh Market. The following is a summary of each.
- Interior Investments:
 - Term of the agreement: 2003 (original); 2004 (1st amendment); 2010-2020 (2nd amendment)
 - Rebate amount to company (2010 amendment): 50% of municipal sales tax generated in any year.
 - Unique provisions (2010 amendment): If municipal sales tax generated is less than \$100,000 in any year, no Village rebate is due to the company.
 - Early termination: If the company closes its Village operations at any time during the term of the agreement (and no replacement company is identified that will generate at least the same amount of sales tax), the company shall return to the Village all sales tax rebates received in the three years immediately prior to the closure.
- Forsythe Technologies:
 - Term of the agreement: 2010-2020
 - Rebate amount to company: 50% of the first \$500,000 in municipal sales tax generated each year; 66 2/3% of sales tax generated above the first \$500,000 each year.
 - Unique provisions: If municipal sales tax generated is less than \$100,000 in any year, the rebate amount for that year is to be refunded to the Village.
 - Early termination: If the company closes its Village operations within the first 5 years of agreement signing (and no replacement company is identified that will generate at least the same amount of sales tax), the company shall return to the Village all sales tax rebates received in the three years immediately prior to the closure.
- The Fresh Market:
 - Term of the agreement: 2012-2023
 - Rebate amount to company: 40% of municipal sales tax generated each quarter.
 - Unique provisions: No more than \$100,000 in rebates per year. No more than \$700,000 in aggregate rebates over the term of the agreement.
 - Early termination: If the grocery store closes within the first 3 years of agreement signing (and no replacement grocery store is identified that will generate at least the same amount of sales tax), the company shall return to the Village all sales tax rebates received in the year immediately preceding the date of closure.
- Based on information provided by Lake County Partners, Staff determined the Village's sales tax agreements are consistent with other municipalities in terms of the term of the agreement (10 years); sales tax rebate formula (50%-50% is ideal, although a higher percentage may be allocated to businesses in the first several years) and early termination/claw-back provisions if the business leaves. In general, most municipalities

enter into such agreements to attract desirable, high-profile businesses that have the capacity for high sales tax generation or employment in the community.

- Highland Park and Tinley Park (see attached guidelines) use sales tax incentives for land acquisition, infrastructure work, site/aesthetic improvements and public amenities, with specific eligibility and other requirements established and “but for” requirements (projects are not deemed feasible without public assistance). Lake in the Hills guidelines (see attached) focus on sales tax sharing for retail development.
- *Based on information researched and reviewed, and the local business climate, Staff believes it is appropriate to continue using sales tax incentives on a case-by-case basis, as an economic development tool to encourage businesses to stay/grow or locate in the Village. Should the Board agree, Staff will draft guidelines for consideration.*

“Alternative” Assistance/Incentives

- In addition to sales tax rebates, the Village has offered in the past or currently offers a number of “alternative” incentives or assistance to help current and prospective businesses. These include assisting with infrastructure/site work (downtown TIF project); maintaining timely Census and market data; available site inventory, and permitting guidance. Lincolnshire no longer offers tax increment financing (TIF), as the Village’s only TIF district expired in 2012. According to research conducted by the International Economic Development Council (of which Lincolnshire is a member), 80% of communities use alternative incentives in conjunction with financial incentives.
- Staff determined other commonly used incentives such as property tax rebates and façade improvement grants will not result in substantial benefit to businesses as the Village portion of the property tax bill is very small (3%) and its shopping centers (except Oak Tree Corners) are newer and not good candidates for façade grants.
- Consideration should be made regarding whether or not tenant build-out, landscaping, façade improvements or signage assistance, in the form of low-interest municipal loans or sales tax rebates, is offered by the Village for vacant or challenged (in terms of size, visibility or other real or perceived negative characteristics) commercial properties. This assistance would be in addition to incentives offered by commercial landlords to make such buildings more attractive to potential tenants and return them to productive use.

Staff seeks Board comment and direction regarding the development of sales tax guidelines as part of the Village’s economic development portfolio.

Reports and Documents Attached:

- Redlined copy of the 2013 Economic Development Strategic Plan with Staff-proposed revisions.
- Sales tax agreement best practices, provided by Lake County Partners.
- Highland Park, Tinley Park and Lake in the Hills Economic Incentive/Sales Tax Rebate Program Guidelines.

Meeting History	
Current COW discussion	September 8, 2014

**GOAL 1: STRENGTHEN & MAINTAIN RELATIONSHIPS WITH BUSINESS
COMMUNITY**

- **Conduct Regular Business Visits.** Conduct 12 business site visits annually to obtain business community feedback.

Staff conducted 17 monthly business site visits with representatives of commercial, industrial, hospitality and senior care businesses.

- **Host Business Roundtable Meetings.** Host annual quarterly-local business roundtable meetings (or more frequently as needed) to discuss community concerns and solutions.

Propose to hold an initial meeting in October of 2014. Based on turnout and feedback, evaluate topic areas and meeting frequency.

- **Improve and Maintain Inter-Agency Relations.** Maintain relationships with federal, state and local organizations, including *Illinois Department of Commerce and Economic Opportunity (DCEO), Lake County Partners, College of Lake County, Building Owners and Managers Association of Chicago (BOMA), and the Institute of Real Estate Management (IREM)* to assist with economic development and commercial real estate financing, education, training and other business programs.

Ongoing.

- **Conduct Annual Business Surveys.** Conduct an annual local business survey to obtain feedback on satisfaction with Village services and local employee needs.

A business survey will be implemented this fall.

- **Host Commercial Broker and Landlord Meetings.** Host semi-annual commercial broker/landlord meetings to discuss Village developments and issues.

Staff held a meeting with commercial real estate brokers in February of 2014 and gathered comments regarding challenges and leasing activity at the Village Green, Lincolnshire Commons and CityPark.

- **Expand Transportation Relationships.** Explore expanded interaction between employers and *Transportation Management Association of Lake Cook (TMA of Lake Cook)* regarding PACE public transportation options.

Staff attended TMA meetings throughout the year. Staff has also facilitated relationships between Lincolnshire's businesses and TMA regarding the private shuttle service available to eligible businesses.

**GOAL 2: IMPLEMENT IMPROVED COMMUNICATION WITH LOCAL BUSINESS
COMMUNITY**

- **Initiate Business Newsletter.** Launch quarterly business newsletter to include information about Code updates, initiatives, events, programs and services.

Staff launched the monthly business e-newsletter in the fall of 2013 and has published 13 issues.

- **Update Welcome Packet.** Update Village’s business “welcome packet”.

Propose to move this 2013 goal to 2015 given more pressing priorities.

- **Increase Use of Social Media.** Expand social media use to promote economic development and promote business-related news/announcements.

Ongoing use of Facebook and Twitter to advertise new business openings and special events.

GOAL 3: PROMOTE LOCAL BUSINESSES

- **Update Shop & Dine Guide.** Update guide annually. Expand distribution to include residents, local hotels, *Chamber of Commerce* and *Visit Lake County*.

Directory and map design are in progress, with new guide scheduled for publication in late 2014.

- **Create Lincolnshire Business Website.** Create and administer a separate website to promote Village businesses, restaurants, retail, hotels and entertainment venues.

In progress.

- **Create Village Brand.** Create a Village brand, including a logo and slogan, to be used across all Village platforms (website, promotional materials, etc.).

In progress. Staff requested proposals from several Public relations companies for consulting services related to the development of a Lincolnshire brand. Staff intends to share this information with the Village Board during current budget discussions for possible incorporation into FY 2015 budget. In addition, Staff is also researching surrounding communities with recently completed or ongoing branding initiatives.

- **Increase Lincolnshire Participation in Visit Lake County Advertising.** Explore opportunities to take advantage of Visit Lake County “cooperative advertising” program to promote Lincolnshire regionally.

Propose to move this 2014 goal to 2015. Staff believes it appropriate to consider this in conjunction with the new branding and business website.

- **Explore Village Kiosk System Improvements:**

- Evaluate feasibility of modernizing existing Village kiosk (Olde Half Day Road and Route 22) to provide more timely communication of community information.

- Explore feasibility of altering Village gateway sign on Milwaukee Avenue and/or Half Day Road and installing a new sign, for commercial promotion, at Milwaukee Avenue/Half Day Road.

The current kiosk is functional. Given the funds required for construction of a digital kiosk (comparable to the one at Stevenson High School), Staff proposes to move this goal to 2016, for consideration in the FY 16 budget.

- **Explore Creation of Local Business Associations.** Survey specific local businesses regarding potential establishment of restaurant, merchants and lodging association. Facilitate creation of associations if sufficient interest.

Staff will explore creation of business associations with the business community after meetings with businesses (Goal #1, Action Step #2).

GOAL 4: IDENTIFY & ATTRACT NEW BUSINESSES

- **Regularly Recruit Prospective Commercial Businesses.** Prospect regularly for new business based upon assessment of market conditions, gaps in products/service offerings, resident desire, and daytime population needs. Focus on meeting family and young adult/young professionals' needs.

Ongoing.

- **Recruit Targeted Industry.** In conjunction with *Lake County Partners*, target biopharma; healthcare; medical instrument; professional and technology industries; and arts, culture and entertainment opportunities.

Staff worked with Lake County Partners to respond to inquiries from the State and consultants representing companies looking for Lake County location.

- **Conduct Resident Surveys.** Conduct survey of Village residents to determine desired business mix. Survey regularly and solicit ongoing feedback via the Village website.

In progress. A resident survey is due out this fall.

- **Participate in Trade Shows.** Participate in annual International Council of Shopping Centers (ICSC) Deal Making sessions and other similar opportunities as they arise.

Ongoing.

GOAL 5: UPDATE VILLAGE CODES & POLICIES TO MEET THE NEEDS OF BUSINESSES

- **Implement Fast-track Permit Process.** Investigate fast-track permit reviews for tenant finishes, temporary signs and special event applications.

Propose to move this 2014 goal to 2015. Its implementation is tied to the purchase of new building permitting software by the end of 2014.

- **Evaluate Sales Tax Sharing Policy.** Review Village’s current sales-tax sharing practices. Consider developing a specific sales-tax agreement policy.

In progress.

- **Evaluate Opportunities to Increase Condominium and Apartment Housing.** Explore permitting additional executive/professional condominiums and apartments in or nearby the Village Downtown.

Staff initiated discussions with the Village Board this summer regarding appropriate locations and density for multi-family housing in conjunction with discussions regarding commercial challenges and opportunities.

- **Explore Rezoning Opportunities.** Determine opportunities for additional sales tax revenue generation, including possible rezoning of properties near the Milwaukee Avenue corridor.

This goal will be accomplished in conjunction with specific development proposals to ensure the most appropriate zoning designation is used.

- **Institute Village Procurement Policy.** Institute a policy to give priority to local businesses in Village procurement of products and services, where feasible and appropriate.

In progress.

GOAL 6: INCREASE VILLAGE SUPPORT OF SPECIAL EVENTS

- **Promote Local Community Events.** Expand local special event promotion via internet, community events calendar, kiosk sign and social media sites.

Ongoing.

- **Strengthen Community Partnerships.** Increase participation with the Buffalo Grove Greater Lincolnshire Chamber of Commerce, Lincolnshire Community Association, Morningstar Rotary Club and other local organizations/agencies to support community-wide events.

Ongoing.

- **Attract/Promote Special Events.** Partner with Visit Lake County, Lincolnshire Community Association, Lincolnshire corporate/business centers and neighboring park districts to attract and promote regional and national sporting events, recreational events, trade shows, community farmers market, mobile food vendors, outdoor concert/movie series and similar events.

Ongoing.

- **Create New Community Event.** Develop new events, in partnership with the Buffalo Grove Greater Lincolnshire Chamber of Commerce, Lincolnshire Community Association and other local organizations, to provide a year-round event schedule.

Staff will hold a meeting with landlords of Village Green, Lincolnshire Commons and CityPark this fall to discuss partnership opportunities for a fall/winter community event in the shopping centers.

GOAL 7: STRENGTHEN CHAMBER PARTNERSHIP

- **Increase Cross-promotion Opportunities.** Encourage local businesses, in partnership with the Buffalo Grove Greater Lincolnshire Chamber of Commerce, to participate in cross-promotional activities, such as weekend golf getaways, “Dinner and a Show” at Viper Alley or the Marriott Theater, hotel/day spa packages, etc.

Ongoing.

- **Create “Sidewalk” Sale Event.** Create a well-publicized event, in partnership with the Greater Lincolnshire Chamber of Commerce, in which Village requirements related to outdoor sales, signage, and other temporary uses are “relaxed” on 1-2 weekends in the Summer and/or Spring. Promote the event with a local fair or carnival atmosphere.

Staff will hold a meeting with landlords of the Village’s three major shopping centers this fall to discuss partnership opportunities for a sidewalk event in conjunction with discussion on other community events in commercial areas.

- **Create holiday “extended shopping hours” Program.** Create an extended shopping hours event, in partnership with the owners of Lincolnshire’s shopping centers and the Buffalo Grove Greater Lincolnshire Chamber of Commerce, at the holiday season, possibly in conjunction with a Holiday Tree Lighting ceremony on a Saturday, resulting in a “holiday crawl” event along Milwaukee Avenue.

Staff will hold a meeting with the landlords of the three major shopping centers this fall to discuss partnership opportunities on an extended shopping hours program in conjunction with discussion on other community events in commercial areas.

GOAL 8: ENCOURAGE AND FACILITATE DEVELOPMENT AND REDEVELOPMENT OF VACANT AND UNDERUTILIZED PROPERTIES

- **Develop and Maintain Broker/Owner Relationships.** Develop quarterly contact with listing brokers and vacant property owners to obtain information on the level of interest in specific development-ready sites, and offer Village assistance with meeting facilitation and Code interpretation.

Ongoing.

- **Initiate Dialogue with Property Owners Near Village Boundaries.** Maintain contact with property owners near Village corporate boundaries to promote opportunities and development options.

No changes proposed to this 2016 goal.

- **Implement Vacant Storefront Program/Regulations.** Implement Vacant Storefront Program to encourage vacant building owners to maintain window displays. (Displays could include community organization information or art displays from local schools.)

In progress. Staff is currently contacting landlords of the three major shopping centers to discuss their interest and requirements for utilizing community art and information as vacant storefront displays.

GOAL 9: ENHANCE ACCESS TO AND CONNECTIVITY TO COMMERCIAL AREAS

- **Develop and Implement Wayfinding, Identification & Pedestrian Plan for Downtown.** Create a comprehensive Identification & Pedestrian Plan for the Village Downtown including: unified signage, lighting, landscaping, street furniture elements, and thematic design. In progress.

Staff initiated discussions with the Village Board as part of the commercial center challenges discussions.

- **Improve Pedestrian/Bicycle Connections.** Provide pedestrian/bicycle path connections along Milwaukee Avenue and Half Day Road to improve access from residential neighborhoods and corporate centers to hotels, retail centers, restaurants and entertainment venues.

The implementation of this action step is tied to the first step under this goal.

GOAL 10: FOSTER ENTREPRENEURIAL DEVELOPMENT IN THE VILLAGE

- **Support and Develop Small Businesses.** Promote small business development programs to assist established small businesses in growth and development.

Ongoing. Staff has met with a representative of the Small Business Administration and is continually promoting small business assistance programs and educational opportunities in the business e-newsletter.

- **Research Potential for Small Business Incubator.** Research potential for establishing a small business incubator program for aspiring entrepreneurs.

No changes proposed to this 2016 goal.

GOAL 11: IMPLEMENT ECONOMIC DEVELOPMENT REPORTING

- **Implement Monthly Economic Development Reports.** Provide monthly reports to Village Board regarding economic development activities including: business site visits, new business leads, requests for assistance, and available commercial properties.

Ongoing.

- **Maintain Inventory of Redevelopment Sites.** Prepare an inventory of sites with redevelopment potential. Include information on utilities, zoning, etc. to use in discussions with interested businesses and local brokers.

Ongoing.

- **Regularly Update Daytime Population Data.** Update the daytime population database, including all Village-based businesses and schools, every two (2) years. Provide information to brokers and new businesses.

In progress. Estimated completion - fall of 2014.

Section 3: Sales Tax Sharing Agreements Best Practices: Thoughts From Experienced Municipalities

Qualities of businesses sought for sales tax sharing agreements:

- We look for businesses that are new to the community. In some cases, we will consider a business that is already in our community and relocating, but it must be a business we really want. If that is the case, we only look at the incremental gain in sales for the tax sharing.
- We look at the staying power of the business/developer – we want them to be around for awhile.
- We look for cases where there is an expansion within the business and they would be moving if they couldn't do this project, so they request the sales tax sharing to remain. Usually when they ask for the incentive.
- We decided not to set a policy for minimum sales tax generation to consider. Instead, we consider on an individual basis.
- Our Village Board now considers rebate incentives only for businesses we really want to see in our community, or situations where it is very important to keep an important business in the community. They look at the gaps in our community's retail and are open to those retailers.

Lessons learned from doing sales tax agreements

- We realized we have to be sure to anticipate the developer or business having extraordinary costs with their projects, and make sure there is flexibility.
- We realized we don't want to underwrite a high land value – developer or buyer could over-inflate the value of the land on an appraisal, to inflate the sales tax sharing. Also, using actual cost documents instead of appraisals or estimates protects the community.
- Always restrict the eligible project costs to public improvements, rather than reimbursing for superstructure. Examples might be special requirements by IDOT or the municipality, or mitigation of wetlands. We try to restrict sharing agreements to situations where the developer is being asked to do more than normal.
- Businesses tend to inflate expectations of sales numbers – (if the municipality gives them a percentage of a pre-determined sales volume) We learned to check up on their sales projections, compare this project with comparable locations, set realistic minimum sales levels that business needs to first meet before getting the rebates.
- We used to have lots of back and forth between attorneys with our agreement, until we developed a good template.
- We looked around at other communities' agreements, and found that 10 years was pretty common. That's what we use.
- Stick to your minimum sales tax threshold, and make it a substantial threshold.
- It is important to see this agreement as a partnership. There is value to the business side, as well as to the community side. Overall, this should be a 50-50 arrangement. You may start out at 65% to the village and 35% to the company first, then switch to 35% village and 65% company. That can be looked at as an equal deal, and that is important.

- What happens if the company moves? Terms of termination have to be spelled out in the agreements. If a business leaves, the community has the right to expect reimbursement of the sales tax it has paid to the business. The community accepts a lower amount of sales tax for a long period of time. The payout for the community is at the end. If the business leaves before the end of the agreement, or even when the agreement ends, the community gets nothing.
- We learned to make sure that the sales are accounted for. With a big company and multiple locations, it is easy to transfer sales to and from sites to benefit the business.

Ideas about structuring / negotiating sales tax sharing agreements.

- We have used the same model for many years – layering the rebated portion, so that the more the company makes, the higher percentage of rebate they get. This rewards the company for doing well, and retires the agreement faster, so the village begins to get paid.
- We always use the same term, and we always use a set dollar amount that is the goal. Our terms ends after the last year, though, regardless of whether the business is repaid. But if the business is repaid more quickly than the term, the agreement ends.
- We try to get a good chunk of sales tax proceeds before allowing the business / developer to get anything – make them hit a higher sales levels before they get rewarded.
- We check business sales projections with industry standards, or call around to other locations to check on the outlook.
- Our municipality set a minimum sales amount per year of \$30 million, based on requests that we have had and what would be amount of reasonable sales tax receipts to share.
- The term of the agreement is important. It needs to be not too long. If the agreement is to offset costs, if the term is too long, at some point the costs have been recovered and the rebate is just giving the business an operational boost.
- In figuring out the period of time for agreements, some are long-term with a small percent of sales tax shared; others are short-term and have a higher percent shared.
- When you set a financial floor, make sure it is acceptable number for the community. If a business says \$10 million should be the floor – make sure it is reasonable.
- The agreement should not be transferable if the development, business, or anchor leaves. Look at it this way: community commits to being in a partnership with the business, not with whomever the business decides to sell to. Or provide some flexibility for re-negotiation. For example – community may offer the transferred owner ½ of the term previously offered, or a lower sharing percentage.
- It works best to base minimum sales thresholds and increments on square footage of retailer.
- If a retailer is considering coming to the village and it meets the board's general policies, Village staff has the leeway to offer the business a minimum of a 5-year sales tax rebate for half of the sales tax. We still need to get Board approval, but it allows us to act in the moment.



**CITY OF HIGHLAND PARK
SALES TAX REBATE PROGRAM GUIDELINES
TO FACILITATE BUSINESS ATTRACTION & RETENTION**

8-12-2013

The City Council adopted the following Guidelines for evaluating requests for sales tax rebates for new and existing City businesses. The information detailed herein serves as a guide for applicants and the City. A sales tax agreement with terms and conditions specific to each proposal is subject to approval by the City's Corporate Authorities.

The goals of the Sales Tax Rebate Program are as follows:

1. Stimulate sales tax growth and create jobs in Highland Park by incentivizing retail businesses to locate or expand in the City;
2. Preserve existing level of sales tax revenues to ensure budget sufficiency; and
3. Protect the interests of the City and its citizens with a thorough and objective review of such requests.

The procedures outlined herein are intended to treat sales tax rebate proposals in a fair manner to ensure the validity and merit of individual requests.

A. PROCEDURE FOR REVIEW

Projects that are underway, complete, or property that has already been acquired prior to filing of a completed application with City are not eligible for sales tax rebates.

1. Sales tax rebate requests shall be filed with the City of Highland Park's Office of Economic Development, 1707 St. Johns Avenue, Highland Park, Illinois 60035. Projects entailing multiple business sites must submit separate requests for each business location seeking a sales tax rebate. Each request shall include the following information:
 - a. Projected sales volume and projected sales tax revenue to be generated during the next ten years, broken down by year with and without the use of sales tax rebates;
 - b. A detailed breakdown of eligible development expenses for which a rebate is sought, in accordance with Section B.2 of these Guidelines (land acquisition, infrastructure development, site improvements, public amenities);
 - c. The total requested rebate;
 - d. A completed Application for the Rebate of Taxes (for existing business applicants only); and

- e. A \$5,000 non-refundable deposit, for use by the City to pay for expenses incurred by the City in analyzing the proposal. The City may retain legal and accounting experts, as it deems necessary to review the proposal and to report to City staff and the City Council as to the economic benefits to be derived from the proposal.

Should the City anticipate incurring costs exceeding the \$5,000 deposited, the City will advise the applicant of the additional expenditures anticipated. Should the applicant choose to proceed with its application, the City will bill for the additional expenditures as they are incurred, which the applicant must promptly reimburse. Such expenses shall be considered part of an applicant's eligible costs for the purposes of computing the total sales tax rebate.

- 2. All sales tax rebate requests will be reviewed by City staff for completeness. After City Staff determines that the application is complete, meeting(s) will be scheduled between City staff and the applicant to review the application and discuss the project.
- 3. Upon the conclusion of City staff's negotiation of applicable business terms that will comprise a proposed agreement, the Committee of the Whole (COTW) shall review each application and staff recommendation. As needed, the applicant shall meet with the COTW or a subcommittee to outline and discuss the sales tax rebate proposal in further detail.
- 4. If the COTW recommends the approval of business terms for a proposed sales tax rebate, City staff and the City's Corporation Counsel will prepare a draft agreement containing all recommended terms, forward the draft to applicant for review and comment, and then present the proposed agreement to the City Council for formal consideration at a City Council meeting.
- 5. If the COTW recommends disapproval of the proposed sales tax rebate, the applicant may petition the City Council for further consideration of the proposed sales tax rebate.
- 6. The City Council shall have no obligation to consider any sales tax rebate request, regardless of whether the COTW has recommended approval or disapproval of the sales tax rebate request. No sales tax rebate request shall be effective unless and until the City Council adopts a resolution approving the sales tax rebate as well as an agreement, prepared by and acceptable to the City's Corporation Counsel, codifying the terms and conditions of the sales tax rebate. The adoption of such resolution shall be at the sole and absolute discretion of the City Council, and nothing in these Program Guidelines shall be deemed or interpreted as obligating or requiring the City Council to adopt such resolution, or to approve any sales tax rebate or enter into any sales tax rebate agreement.

B. ELIGIBLE EXPENSES

In determining the amount of sales tax rebate for which a project is eligible, expenses incurred in connection with the following shall be considered:

1. Land acquisition with a maximum cap of 50% (not to exceed fair market value)
2. Infrastructure development including stormwater detention and flood plain compensatory storage
3. Site improvements such as building improvements and facility expansion, including, without limitation, the following:
 - a. Structural Building Improvements
 - General Building Improvements (e.g. facility remodeling or expansion)
 - Façade Improvements
 - Roof Improvements
 - Interior Improvements
 - b. Non-Structural Building Improvements
 - Building Mechanical Improvements (e.g. plumbing, electrical, HVAC, etc.)
 - Floor Improvements
 - Door & Window Improvements
 - Lighting Improvements
 - Accessibility Improvements
 - c. Exterior Site or Aesthetic Improvements
 - Landscape Improvements
 - Signage Improvements
 - Lighting Improvements
 - Parking or Lot Improvements

- d. Public amenities including plazas, traffic calming or safety improvements and provision of additional parking capacity above that which is required by the City Code
- e. Environmental clean-up expenses may be eligible for a sales tax rebate provided the improvement pertains to new business clean-up or business expansion clean-up as required by the Illinois Environmental Protection Agency or other local authority.

C. ELIGIBILITY & CONDITIONS OF SALES TAX REBATES

Businesses may be eligible for a sales tax rebate from the City in accordance with the following:

1. The primary source of revenue for the applicant business must generate sales tax.
2. The use of sales tax rebates will be considered in circumstances in which the development or capital investment would not occur but for the provision of a sales tax rebate from the City.
3. The City will not consider an agreement with an applicant that is engaged in litigation against the City or any of its departments, boards, commissions, or affiliated entities.
4. Sales tax rebates will be used only for projects that will significantly increase sales tax generation as determined by the City.
5. The sales tax rebate must be related to the completion by the applicant of physical improvements to the business location.
6. The maximum sales tax rebate shall be equal to the amount of the improvement and shall not exceed \$2,000,000, excluding land acquisition. A greater rebate may be considered depending on the magnitude of the site improvements coupled with the increased sales tax revenue proposed to be generated from the property.
7. For all applicants, the rebate period shall be limited to not more than 10 years or the total sales tax rebate, whichever comes first. The total sales tax rebate shall be determined by the City based on the information provided by the applicant.
8. Subject to inspection by the City and a cost certification, rebate funds may not be issued until such time that all agreed-upon expenditures are incurred and the project and all approved improvements are complete, as determined by the City.

Existing Businesses

For purposes of these Guidelines, an existing business shall be defined as a business that has been conducted, in whole or in part, on real property located within the corporate limits of the City for a period of at least 12 continuous months, and has generated from that location, during that 12-month period, taxable sales of at least \$1 million, as determined by the most recently completed calendar year preceding the application for sales tax rebate.

1. Existing businesses shall have obtained all required City licenses and permits, and shall not have any outstanding City taxes, fines and fees due to the City.
2. Existing businesses must make a minimum capital investment of \$75,000 in eligible expenses in connection with the proposed project (i.e. an improvement to existing facilities or development of new facilities).
3. Eligible developments for existing businesses must generate minimum taxable sales of \$1 million per year, as determined by the most recently completed calendar year preceding the application for sales tax rebate.
4. The City will rebate not more than 50% of sales tax revenues generated above an amount equivalent to 100% of the sales tax paid to the City by the applicant during the most recently completed calendar year occurring prior to project completion or issuance of a certificate of occupancy by the City.

New Businesses

1. New businesses must make a minimum capital investment of \$250,000 in eligible expenses in connection with the proposed project.
2. The City will rebate not more than 50% of all eligible expenses in connection with the proposed project.
3. The City will rebate not more than 40% of all sales taxes generated up to the total approved sales tax rebate.
4. A business that enters into a sales tax rebate agreement with the City as a new business will be prohibited from applying as an existing business for a period of ten years from the inception of the original agreement.

D. SALES TAX REBATE AGREEMENT

A Sales Tax Rebate Agreement with terms and conditions specific to each proposal is subject to approval of the City's Corporate Authorities. The Sales Tax Rebate Agreement shall include, without limitation, the following terms:

1. A Refund of Rebate clause, stating that:
 - a. If the business ceases operations at the site at any time during the term of the agreement, the applicant must refund to the City the entire amount of the sales tax rebate received prior to the business closure; provided, however, that if a new business ceases operations at the site after the first five years of the agreement, the applicant may substitute another like business generating similar sales tax revenue without refunding the amount of the sales tax rebate received to date.

- b. To secure the refund, the agreement will be recorded against the property, except as the City and the applicant may mutually agree.
2. A Change in the Law clause, stating that the rebate is predicated on current State law governing the distribution of sales taxes to the City.
3. A Limited Liability clause, providing that the City shall have no obligation to rebate any sales tax revenues that are not received by the City from the State of Illinois.
4. To verify the amount of sales tax generated, the applicant is required to allow City representatives to inspect copy(s) of applicable State of Illinois Sales Tax Reports. In addition, the applicant must sign a release authorizing the State of Illinois to issue reports to the City on sales tax generated by the developer from the property.
5. Upon request by the City, the applicant shall provide for City review an independent audited financial statement, executed copies of forms submitted to the Illinois Department of Revenue, or other financial statements or documentation demonstrating financial stability and providing sales volume generated and sales taxes paid by the business during the five most recently completely calendar years. Said documentation shall be in a manner acceptable to and as directed by the Office of the City Manager.

Revised:

August 12, 2013

April 8, 2013

March 1, 2012

November 24, 2008

February 28, 2005

April 14, 2003



**CITY OF HIGHLAND PARK, ILLINOIS
APPLICATION FOR A REBATE OF TAXES
FOR NEW & EXISTING BUSINESSES / APPLICANTS**

**City Manager's Office
Attention: Office of Economic Development
City of Highland Park
1707 St. Johns Avenue
Highland Park, Illinois 60035**

Application Fee: \$5,000.00

Project Location: _____

Type of Business Activity: _____

Applicant Name: _____

Address, City, State, Zip: _____

Home Telephone: _____ Work Telephone: _____

If Other than Applicant, Property Owner's Name: _____

Address, City, State, Zip: _____

Home Telephone: _____ Work Telephone: _____

1. Please Describe Proposed Improvements (A list of eligible expenses appears on pages 3 - 4 of the attached Guidelines):

2. Total Cost of Project: \$ _____

3. Total Cost of Eligible Improvements: \$ _____

4. Total Requested Rebate: \$ _____

5. If Applicant is an Existing Business is Applicant Current on City Licenses & Permits?

YES NO

6. If Applicant is an Existing Business Does Applicant Have Any Outstanding Code Violations or Citations with the City?

YES NO

7. If Applicant is an Existing Business Does Applicant Have Any Outstanding Invoices or Payments Owed to the City?

YES NO

8. In addition to this completed Application form, please submit the materials listed below:

- A completed and signed release authorizing the State of Illinois to issue reports to the City on sales tax generated by the developer of the property (Attached).
- Projected sales volume and projected sales tax revenue to be generated during the next ten years, broken down by year with and without the use of sales tax rebates;
- A detailed breakdown of eligible expenses for which a rebate is sought, in accordance with Section B.2 of the Guidelines;
 - A copy of all invoices and receipts for completed improvements
 - Legal property address, description, and PIN
 - A copy of the recorded deed
 - A copy of the sales contract, transfer tax documents, or other contract-related documents identifying the price paid for the property, if seeking a rebate for land acquisition.
 - A copy of the executed lease, if occupying this property as a tenant.
- A \$5,000 non-refundable deposit, for use by the City to pay for expenses incurred by the City in analyzing the proposal. The City may retain legal and accounting experts, as it deems necessary to review the proposal and to report to City staff and the City Council as to the economic benefits to be derived from the proposal.

Should the City anticipate incurring costs exceeding the \$5,000 deposited, the City will advise the applicant of the additional expenditures anticipated. Should the applicant choose to proceed with its application, the City will bill for the additional expenditures as they are incurred, which the applicant must promptly reimburse. Such expenses shall be considered part of an applicant's eligible costs for the purposes of computing the total sales tax rebate.

The Applicant _____ asserts that the preceding information is true, correct, and will comply with all City regulations applicable to this program. The Applicant fully understands that the City Manager's Office can make no variances to the guidelines, or requirements, except as authorized in writing. The Applicant fully understands that if his/her project at any time fails to meet federal regulations or municipal ordinances; he/she will be ineligible for a rebate and agrees to forfeit all rights pursuant to the acquisition or recovery of any claims, or damages regarding those funds. The Applicant also agrees to comply with program guidelines and program description. The Applicant agrees that in the event of their breach of any condition or provision, as described, or whenever it is deemed to be in the best interest of the City, the City has the right to terminate the agreement, on thirty (30) days notice and to cancel the agreement, without prejudice to any other rights or remedies of the City. The Applicant acknowledges that he/she has considered the possibility of termination, and agrees not to challenge any such termination. The Applicant agrees to hold harmless the City, the City's corporate authorities, and all City elected and appointed officers, officials, employees, agents, representatives, and attorneys, from any and all claims that may at any time, be asserted against any of such parties in connection with this application. In addition, the Applicant agrees to pay a \$5,000.00 non-refundable fee to the City of Highland Park to cover administrative costs. The payment must be attached to the **completed** Application. If the Applicant is other than the owner of the property, written consent by the property owner must be provided below.

Applicant

Applicant's Signature

If the Applicant is other than the owner of the building, the following line must be completed:

I certify that I, the trustee/owner of the property at _____ give the above signed applicant authority to implement improvements at the above property, as may be required under the City of Highland Park's Sales Tax Rebate Program for Existing Businesses.

Property Owner's Name

Property Owner's Signature

Tinley Park Economic Development - Village of Tinley Park
Economic Development and Incentive Policies - as of October 18, 2011

- A. Under Resolution 1984-R-016, the Village Board first delineated policies regarding economic incentives. It was the express intent of the Village to enter into agreements with business entities wishing to move into or expand existing commercial or industrial facilities in the Village of Tinley Park. Key considerations were identified for evaluating such requests as follows:
1. Any such proposed agreement would benefit the Village economically by providing an improved property tax base, increased sales tax revenues, and/or new employment opportunities
 2. Under existing economic conditions affecting the cost and availability of funds for the financing of any such commercial or industrial improvements, it is necessary to provide financial incentives to induce the particular business entity to pursuant to written agreement to locate within the Village
 3. That the execution of such a proposed agreement will otherwise serve the public purposes of the Village
 4. Prior to approval of any public incentives to private business entities, the Village will consider the following and other factors to determine the beneficial impact of the particular project, the need to provide public financial or other incentives, and the ability of the Village to provide such incentives:
 - a. The equalized assessed value of the property as it exists prior to development or redevelopment, and any projected increase in assessed valuation resulting from such development or redevelopment.
 - b. The condition of the property, and if there is a vacant building, the length of such vacancy and its impact upon surrounding property values and on municipal services.
 - c. The desirability of the location, both as to the property itself and its impact on surrounding areas and their property values.
 - d. The ability of the project to be built in compliance with applicable Village codes and ordinances.

- e. Vacancies in existing buildings in the area and/or the extent of vacant land in the general vicinity.
- f. The impact of economic conditions in general on the financial feasibility of the project. This alone will not justify granting public incentives.
- g. The impact of the project on the Village's ability to provide general municipal services without increased costs to its residents.
- h. The impact of the project on employment within the Village.
- i. Additional revenues to be received by the Village because of the completion of the project, including most notably sales tax revenue, but also including water and sewer fees, license fees, connection fees, etc.
- j. Whether any facilities will be constructed as a part of the project which will have public benefit, such as a park or other recreational amenities, the extension of water and sewer lines and streets, increased parking facilities, traffic controls, and the like.
- k. Whether the private enterprise is a new business entity within the Village or is presently within the Village and is seeking to expand and/or modernize facilities and operations.
- l. The financial necessity for the business entity to receive public incentives from the Village, including, but not necessarily restricted to, a finding that the entity would not build its project without such incentives. ("But For" requirement)
- m. Whether the proposed facility provides new services or goods to the Village residents which are necessary or desirable.
- n. Whether the use of the land will compliment and benefit Village aesthetics including but not limited to improving significantly the appearance of existing properties and structures.
- o. Whether the activity or industry is desirable, both from an aesthetic and environmental viewpoint.
- p. The project's impact on the Village infrastructure.

- q. The project's impact on traffic and human congestion.
 - r. The impact of the project on employment and economic development elsewhere in the Village.
 - s. The impact of the project on the stabilization of Village revenues and expenditures.
 - t. The impact of the project on the Village's overall comparative position vis a vis surrounding communities and areas regarding the provision of goods and services, employment opportunities and municipal revenue.
 - u. Whether the project involves the rehabilitation of a structure of historic significance.
 - v. Any unusual factors involved in the project which make it more expensive or difficult to proceed without assistance from the Village.
 - w. Any other benefits or detriments to the Village.
5. If a business entity desires to receive any public incentives, it shall first make application to the Village in writing, which application shall include any items requested by the Village, among other items, the following:
- a. Name of the applicant business entity including its current address and other contact information (e.g., phone, fax, email, etc.)
 - b. Name(s) of its agent(s) and/or attorney(s), including address and other contact information (e.g., phone, fax, email, etc.).
 - c. Identification of the incentives being requested.
 - d. The applicant's description of how the project affects the Village, specifically including the various factors identified in Section 4 above.
6. Upon receipt of the application and such further documentation and information as may be requested by the Village, the Village will make a determination as to the desirability of the project and the need for public incentives based on the factors set forth in Section 4 above. If the Village finds that it is in the best interest of the Village and its residents to provide public incentives, the Village will make a determination as to what

financial or other incentives that should be provided to the applicant, and whether such are authorized by law. The Village will then notify the applicant of its tentative recommendations, as well as any further documentation that may be required. Such documentation will include, at a minimum, the preparation of any necessary resolution to induce the applicant to proceed with its proposed project and the proposed incentive agreement to be entered into by the Village.

7. The list of potential public incentives that may be offered to an applicant are identified hereunder. Whether any particular incentive or incentives will be recommended or offered to a particular applicant shall be determined on a basis of the particular facts supporting the application. Each incentive package or plan will be tailored to meet the specific needs of the applicant and/or the goals of the Village. Such incentives may include, but are not necessarily limited to the following:
 - a. The extension of public facilities and improvements, including water, sewer, streets, and parking facilities.
 - b. To the extent permitted by law, the providing of various means of financing the project and related improvements including:
 - (1) Tax increment financing.
 - (2) Special assessment.
 - (3) Special service area.
 - (4) Industrial Development bonds and Private Activity bonds.
 - (5) Installment contract financing.
 - (6) Revenue bonds.
 - (7) General obligation bonds or notes.
 - (8) Pollution control revenue bonds.
 - c. The possible waiver of various Village fees and charges. (e.g., building permit fees).
 - d. Real estate tax rebates or abatements.

- e. Sales tax rebates.
 - f. Assistance in obtaining county, state, or federal low-cost loans or grants, and/or obtaining tax or other incentives from the federal, state, or county governments.
 - g. Waiver or modification of provisions of Village codes or ordinances, provided that such changes would not adversely affect the public health and safety.
 - h. Assistance in assembling parcels of land for development by condemnation or otherwise.
8. Each applicant hereunder shall be required to reimburse the Village for all of its expenses in connection with the application, including preparation of necessary documentation, legal expenses, and expenses of investigation.
- B. A potential incentive will only be considered if it demonstrates a beneficial impact to broaden the community's tax base and meets at least one of the following criteria:
- 1. Job Creation - Does the project create at least twenty-five (25) new full time jobs paying at least the area's Average Wage per hour with full benefits?
 - 2. Jobs Retained (business expansion) - Does the expansion project retain at least fifteen (15) full time jobs paying at least the area's Average Wage per hour with full benefits?
 - 3. Capital Investment - Does the project involve a capital investment of at least \$1 million?
 - 4. Economic Multiplier - Is the project in a high economic multiplier industry, such as manufacturing, research and development, technology, office, corporate campus, and healthcare?
 - 5. Retail Sales - Does the project have annual retail sales of at least \$5 million (resulting in Tinley Park sales tax revenue of \$50,000 per year)?
 - 6. Total Tax Revenue - Will the project result in at least \$100,000 in total annual tax revenue to the Village of Tinley Park?
 - 7. Target Company - Does the project meet an identified target need or target firm desired by the Village for the community?

8. Target Development - Is the project locating in an area the Village has targeted for development?
9. Headquarters - Will the project result in a regional or national corporate headquarters location within Tinley Park?
10. Enhancement - Will the project enhance or improve the profitability and marketability of existing businesses in the community?

C. General Guidelines for Sales Tax Bases Incentives

1. The amount of sales tax dollars provided under an incentive should not exceed the amount retained by the Village of Tinley Park.
2. The maximum term of an incentive agreement shall be ten (10) years.
3. In any sales tax based incentive, the Village will keep the first tier of sales tax dollars generated by the business/project. This primarily recognizes that the Village is the party with first entitlement to the sales tax revenues.
4. The first tier of sales tax dollars retained by the Village should also adequately provide for incremental costs that the Village will incur to provide services to the business/project receiving the incentive (e.g., Police, Fire, Public Works).
5. In locating a business to Tinley Park, the sales taxes generated must be new money to Tinley Park.
6. A sales tax incentive will consider new revenues generated by the business/project. In the case of an existing business, the level of sales taxes currently being generated by the business/project and received by the Village of Tinley Park shall be factored into establishing the base threshold for determining sales tax revenues subject to incentive.

D. Special Incentive Guidelines for Specific Projects

1. Procurement Operation at a Will County location

The project must meet the legal requirements of the State of Illinois and all of the following criteria:

- a. Minimum taxable sales of \$30 million.

- b. No increased demand on Village services.
- c. Company must remain in Tinley Park for at least ten (10) years.
- d. Incentive will not exceed 50% of new revenue to the Village.
- e. Incentive will not exceed a term of ten (10) years.
- f. Incentive only available to a maximum of ten (10) active firms. Consideration of additional firms above this maximum will require approval of a super majority of the Corporate Authority. The Corporate Authority is defined as including the Village Trustees plus the Village President. A super majority is defined as 3/4 of the voting members herein defined.

2. Sales Tax Sharing for a Will County location

Property taxes for commercial developments in Will County are often more than 50% less than a comparable site in Cook County due to differences in the property tax structure of the two counties. This differential provides significant operational savings for a business located in the Will County portion of the community over a similar Cook County location. Due to this property tax differential, special sales tax sharing policies have been developed specific to businesses located/locating in the Will County portion of Tinley Park

- a. Incentive will not exceed 50% of all sources of new revenue to the Village created by the company/project. (Specific note should be made of section 2 f below which limits the maximum sales tax based incentive to 25% of sales tax revenues).
- b. Incentive will not exceed a term of ten (10) years.
- c. Total incentive will not exceed 33% of capital investment by the project/company.
- d. Company/project must meet or exceed all Village codes; specifically including landscaping and building requirements.
- e. For an expanding business located in Will County, the property tax savings in relation to a comparable Cook County location will be included in the formula for analysis and determination of any sales

tax sharing. The analysis will be verified by the Village Treasurer and Director of Economic Development.

- f. The maximum sales tax sharing formula for a Will County location shall be 25% to the Company/Project (75% retained by the Village).
- g. Each project will be reviewed on a case by case basis.

3. Sales Tax Sharing for Major Remodeling Projects

The following criteria will be specifically considered in evaluating a request for sales tax sharing to support a major remodeling project:

- a. The capital improvement must result in at least \$10 million in new taxable sales annually.
- b. The maximum sales tax sharing formula shall be 33% to the Company/Project (67% retained by the Village)
- c. The base sales tax for determining any incentive shall not be less than the Average Annual Sales Tax for the last four (4) calendar years as determined by the Village Treasurer from verified sales tax reporting obtained from the Illinois Department of Revenue.

4. Cook County Property Tax Assessment Class 8

This program offered by the Cook County Board through the Cook County Assessor provides for a reduced property tax assessment for industrial and commercial properties/projects comparable to residential property for a period of ten (10) years (with an additional two [2] year ramp up back to full assessment levels). The program is renewable for a property at the conclusion of the ten year reduced assessment period with the concurrence of the Village Board. This program is available to any qualified location in Bremen and Rich Townships, and specific designated areas of Orland Township.

- a. The applicant must complete all Cook County forms and meet the requirements set forth by Cook County.
- b. Applicant must demonstrate a beneficial economic impact to the Village of Tinley Park and/or the long term occupancy of a vacant building.

- c. Applicant must meet all Village code requirements.
- d. Village of Tinley Park will consider and review passage of a resolution supporting Class 8 status. Such resolution is required for Cook County approval.
- e. The Village of Tinley Park will review the economic benefits of the project every ten years to determine its position regarding potential renewal of the Class 8 status.

5. Cook County Property Tax Assessment Class 2 and 3

These assessment classifications available through the Cook County Assessor provides for a reduced property tax assessment for mixed-use structures containing both commercial and residential owner occupied and rental apartment units. Certain building size and other restrictions apply and further details may be obtained from the Cook County Assessor's Office. Under these classifications, commercial properties/projects are assessed at the same level as residential property.

- a. Applicant must complete all Cook County forms and meet the requirements set forth by Cook County.
- b. Applicant must demonstrate a beneficial economic impact to the Village of Tinley Park.
- c. Applicant must meet all Village codes.
- d. The Village of Tinley Park has designated certain areas of the community through its building and zoning codes where such mixed use developments are allowable by zoning classification or by special use. The Village of Tinley Park will consider and review the site plan, considering the recommendations of the Planning and Building Departments regarding the project, in order to receive permanent Class 2 or 3 status.

6. Will County Property Tax Abatement

Under certain circumstances, as part of an overall economic incentive for a Will County property location, the Village may provide an incentive to a business by means of a reduction (abatement) of a portion of the property taxes for the Village of Tinley Park that would otherwise have been extended against the property.

- a. The maximum abatement would be 50% of the taxes for the Village of Tinley Park that would otherwise have been extended against the property.
- b. Property taxes extended for the benefit of the Tinley Park Public Library are not included for abatement, unless the Tinley Park Public Library Board specifically takes action to endorse the development and to be included as part of such property tax incentive.
- c. Property taxes appearing as “Village of Tinley Park Road and Bridge” (typically abbreviated as “Vil Tinley Park Rd Br” on the tax bill) are not under the levy control of the Village of Tinley Park and are never included for Village based abatement.
- d. The maximum term for abatement would be five (5) years.
- e. Applicant must complete all Will County forms and meet the requirements set forth by Will County.
- f. Applicant/project must demonstrate a beneficial economic impact to the Village of Tinley Park.
- g. Applicant/project must meet all Village codes.
- h. As recommended by Will County, the Village of Tinley Park will review the project for possible special incentive assistance by abatement.
- i. The Village will prepare an ordinance on an annual basis during the life of the incentive providing direction to the Will County Clerk Tax Extension Office for the appropriate abatement.

E. Incentives within a Tax Increment Financing District (TIF)

Incentives utilizing incremental property tax revenues generated within a TIF district will be provided as specifically allowable within the enabling ordinances establishing the TIF district and relevant State Statutes.

F. Main Street Facade Improvement Grant

The Village of Tinley Park has developed a Facade Improvement Grant program applicable to properties within the Main Street Development District (Oak Park

Avenue) to encourage enhancements to the building street scape. The maximum benefit is a reimbursement grant of 50% of qualified expenses for facade and landscaping improvements that are not in the nature of normal maintenance. The maximum dollar benefit under this grant is \$35,000, or such other amount as may be established by the Village Board from time to time.

G. Business Development Loan Program

The Village of Tinley Park has established a Business Development Loan Program to benefit local businesses wishing to expand. This program is a linked deposit program offered in cooperation with our local financial institutions.

1. The Village will deposit from \$25,000 to \$150,000 with the participating bank based on the individual project.
2. The linked deposit will have a maximum five (5) year term.
3. The participating bank shall determine the quality of the actual loan.
4. The Village of Tinley Park does not guarantee any loans made through the program.
5. The Village of Tinley Park requires an interest write-down of no less than 1% to the benefit of the borrower.
6. The Village of Tinley Park will accept a reduced interest payment on its linked deposit of an amount not greater than a 1.5% discount from the rate that would otherwise be provided.
7. In accordance with the Village's Investment Policy, linked deposits in excess of Federal Depository Insurance Corporation (FDIC) limits must be collateralized with approved securities.
8. The Village of Tinley Park will have a maximum participation exposure of \$500,000 per year for this program.
9. Loan Approval Criteria
 - a. The requested loan is for not less than \$25,000 and not more than \$150,000.
 - b. The business project to be financed by the bank loan must be located within Tinley Park.

- c. The business project to be financed by the bank loan must be applied for by a current business owner with a current business license with the Village of Tinley Park.
 - d. The business project to be financed by the bank loan must be applied for by an entity that has been established as a business for at least one year based on the business license dates.
 - e. The loan must be for a project that will either increase the amount of local tax revenue generated by the business (in either property or sales taxes) in relation to which the loan is being sought, or increase employment opportunities generated by the business on said property.
 - f. All necessary business licenses have been obtained by the applicant relative to the proposed business.
 - g. The property in relation to which the loan is being sought and the proposed/existing business use of said property are in compliance with all applicable Village codes.
 - h. The items to be financed by a bank loan under this program are limited to:
 - (1) Acquisition of real property.
 - (2) Construction of a new building.
 - (3) Construction of an addition to an existing building.
 - (4) Remodeling or reconstruction of an existing building.
 - (5) Construction of additional parking areas in relation to the business.
 - (6) Purchase of business related equipment.
 - (7) Purchase of business related fixtures.
 - (8) Purchase of inventory for business use.
10. Loans shall not be used to refinance existing indebtedness relative to any item included above.

11. Loans provided by the bank as part of this program shall be subject to an interest rate equal to the Prime Rate as listed daily in the Wall Street Journal at the time of the issuance, minus the percentage discount stated by the bank in their proposal.
12. The bank shall prepare and file with the appropriate governmental agency all required documentation relative to each loan issued by the bank, as necessary and when required.
13. The Village will not charge the applicant a processing fee.
14. The Village will not be charged any servicing fees by the bank relative to the program or any loan pursuant to this program.
15. The participating banks shall develop their own specific loan program and provide details to the Village so that it may pass on the information to Village approved applicants.
16. The Village will advertise the loan programs to current business owners, and advertise equally for all participating banks.

H. Deviations from Economic Incentive Policies

1. From time to time, special circumstances may arise whereby the Board may wish to deviate from the policies herein established (e.g., development of a “trigger” project that is expected to cause other development to occur; size and/or scope of the project, the level of incremental Village taxes to be generated by the project; or other unique facts and circumstances). In such cases, the policies being modified shall be identified and the reasons for such modification/deviation shall be documented as follows:
 - a. In the evaluation process for the project and incentive.
 - b. In the resolution adopting the incentive.
 2. A proposed incentive that substantially deviates from the economic incentive policies contained herein shall require approval of a super majority of the Village Board as defined in Chapter XI.
- I. It is expectant of all recipients of any financial assistance or incentive offered by the Village that the business will be a “good corporate citizen” and promptly pay

all property and other taxes, obtain all necessary licenses, and comply with all Village codes and requirements.

- J. Any incentive or inducement agreement that has been approved and entered into by the Village Board prior to the creation/adoption of this Fiscal Policies Manual is not affected by any provisions that vary from the economic incentive policies contained herein as long as the original agreement remains in effect and unchanged.
- K. Should changes or modifications be contemplated to an incentive or inducement agreement that has been previously been approved and entered into by the Village Board prior to the creation/adoption of this Fiscal Policies Manual, the provisions for a super majority vote as referenced in Chapter XI shall also apply.



Economic Incentive Policy

Village of Lake in the Hills

600 Harvest Gate

Lake in the Hills, IL 60156

(847) 960-7440

Village of Lake in the Hills
Economic Incentive Policy

July 24, 2014

Introduction

The Village's Comprehensive Plan puts a focus on strengthening the tax base through economic development efforts. The main goal for commercial development as stated in the Plan is "to maintain the quality of existing commercial development and expand the Village's tax base by creating new areas for retail, restaurant, and service uses, enhancing the identity of Lake in the Hills as a destination shopping area for adjacent communities". The Comprehensive Plan encourages the investigation of economic development tools such as small business assistance and tax rebates. In August, 2012 the Village established a Strategic Plan for Economic Development that includes goals related to promoting economic development and identifying and promoting target areas throughout the Village for best use retailers. This Economic Incentive Policy provides the tools that are necessary to carry out the objectives of the Comprehensive Plan and Strategic Plan for Economic Development which will provide for growth opportunities that otherwise may not be possible without the aid of incentives.

Guidelines

The following guidelines should be followed in the implementation of the Policy.

1. The Village may approve incentive requests for grants, local sales tax revenue sharing, fee waivers, infrastructure improvements, property tax rebates, industrial revenue bonds and loans on a case by case basis.
2. The subject project would not move forward at the location without the incentive.
3. The decision to approve an incentive agreement must be based on sound financial information
4. A project must comply with Village Design Guidelines as set out the Comprehensive Plan.
5. The Village will not consider any requests for the waiver of the following fees or charges: recapture fees, utility fees, fees from other taxing districts, or Village consultant review fees.
6. Incentives for adult uses, home occupations, and financial institutions are not allowed.
7. The Village will review all proposals on a case by case basis and in no event will prior economic incentive agreements dictate the content of subsequent agreements.

8. The terms and conditions of the incentive shall be incorporated into an agreement approved by the Board of Trustees.

9. Certain areas within the Village will be given priority for incentives and include:

Retail

- Rt. 47 Corridor
- Rt. 31 Corridor
- Lakewood Road
- Ackman Road
- Algonquin Road
- Randall Road

Office/Industrial/Light Industrial

- Corporate Office/Light Industry Target Areas (Exhibit A)

10. Offer incentive opportunities for new retail sales tax generating investments to offset necessary remodeling and interior build-out expenses needed to support new retail sales-generating businesses in tenant spaces.

Submittal Requirements

All applicants requesting incentives must provide the following information.

1. Documentation indicating how the request meets the referenced Evaluation Criteria in this Policy.
2. Amount of applicant's investment in the project.
3. Level of incentive requested.
4. Detailed business or development pro forma.
5. Proof of applicant's financial stability or business plan.

Evaluation Criteria

Each submittal shall be evaluated based upon the following criteria.

1. Revenue benefit to the Village and other taxing bodies.
2. Level of circumstances with the property characteristics that create challenges to development.

3. Number and quality of jobs produced.
4. Strong public benefit to the Village.
5. The ability of the development to spur additional economic development in the area.
6. The impact of a proposed development on the existing businesses within the Village.
7. Level of applicant's creditworthiness and financial strength.
8. Level of compliance with any Design Guidelines as described in the Comprehensive Plan.

Case Study- Costco

Below is a sample of a sales tax sharing agreement the Village made with a large national membership warehouse club that located in the Village. This is a good example of an incentive that offered the needed assistance of a business and at the same time provided strong revenue benefits for the Village.

In 2003, the Village Board was approached by Costco to build a 136,000 sq. ft store along the Randall Road corridor. The property they wanted to construct the building on presented many challenges, including steep slopes. The construction of the site would involve a tremendous amount of grading work and the construction of a large retaining wall in order to provide a suitable level building site. The Board reviewed a sales tax sharing request from Costco and approved an agreement based upon the amount of extra work needed for the development and the tremendous benefit that a Costco would provide the Village. An agreement between the Village and Costco was reached that would reimburse Costco 50% of the sales tax generated from the store on a quarterly basis until a total of \$1,600,000.00 was reimbursed. The length of time allowed in the agreement to reach this amount was no more than 12 years, however Costco was able to reach the \$1,600,000 amount within 4 1/2 years. Costco continues to be a major component of the Village's commercial base and is the number one sales tax producer in the Village.

**REQUEST FOR BOARD ACTION
 COMMITTEE OF THE WHOLE MEETING
 September 8, 2014**

Subject:	Requests from Citizens and Village Organizations Regarding Proposed Fiscal Year 2015 Budget
Action Requested:	Receipt of Requests from Citizen and Village Organizations Regarding Proposed Fiscal Year 2015 Budget (Village of Lincolnshire)
Originated By/Contact:	Village Organizations
Referred To:	Village Board

Summary / Background:

The annual budget process invites community organizations and residents to provide comments and recommendations regarding items the Village should address in the coming fiscal year. In early August, letters were sent to more than 30 community groups and organizations including: non-profit groups, area taxing bodies and homeowner's associations. The letter encouraged representatives to attend the September 8, 2014 Village Board meeting to make recommendations or suggestions for the coming fiscal year. A copy of the letter and list of community organizations receiving the letter is attached.

To date, staff has only received responses and requests for financial contributions from Visit Lake County and Lake County Partners. In the past, staff formally invited representatives from Visit Lake County and Lake County Partners to attend this meeting to present a report on their organization and present their request to the Village Board. Other organizations the Village contributes to in terms of membership fees or support (Northwest Municipal Conference, Metropolitan Mayor's Caucus, Lincolnshire Community Association, etc.) have not historically been asked to make a similar presentation to the Village Board in prior years. Therefore, this year staff simply requested Visit Lake County and Lake County Partners submit their organizational information and anticipated financial contribution by the Village and not require a presentation to the Village Board. These requests would then be incorporated into the draft budget for Fiscal Year 2015 for consideration and discussion by the Village Board during the upcoming workshops on the proposed budget.

Attached is information submitted by both Visit Lake County and Lake County Partners. If the Board would like to have these two organizations attend an upcoming meeting to present a report on the work of their organization, they are more than happy to do so and staff can schedule them for an upcoming meeting date. The table below lists organizations the Village has funded/discussed previously.

Organization	Event	Current Year Funding Request	Fiscal Year 2015 Anticipated
Lincolnshire Community Association (LCA)	4 th July	\$25,000	\$25,000
Lincolnshire Community Association (LCA)	Tree Lighting	\$2,500	\$2,500
Lincolnshire Community Association (LCA)	Boo Bash	\$2,500	\$2,500
Lake County Partners	Membership	\$1,455	\$1,455
Visit Lake County	Annual Contribution	\$15,000	\$20,000

Budget Impact: Budget impact for Fiscal Year 2015 to be determined during upcoming budget workshops.

Service Delivery Impact: None.

Recommendation: Receipt of requests. Staff will incorporate requests into the proposed Fiscal Year 2015 Budget for consideration by the Village Board at upcoming budget workshops.

Reports and Documents Attached:

- August 2nd Letter to Community Groups Regarding Fiscal Year 2015 Budget
- List of Recipients
- Materials Outline Village Organization Requests from the Following Groups:
 - Lake County Partners
 - Visit Lake County

Meeting History	
Initial Referral to Village Board (COW):	09/08/2014

August 1, 2014

Name

Dear,

Annually during the month of August, the Village kicks off its budget process. The purpose of this letter is to provide an outline of the budget process for the development of the Village of Lincolnshire's Fiscal Year 2015 Budget. This letter is also intended to provide information about those dates representative(s) of your organization are invited to address the Village Board regarding items to consider in Lincolnshire's plans for the coming year:

Date/Time	Event	Purpose
September 8, 2014, 7:00 p.m.	Committee of the Whole Meeting	Mayor and Village Board receive comments from community organization representatives and residents regarding items the Village should address in 2015.
October 9, 2014	Draft of the 2015 Budget available for review	This is an opportunity for you to review the proposed budget. The draft budget is available at the Lincolnshire Village Hall and also placed on file at the Vernon Area Public Library.
October 27 – November 3, 2014	Special Committee of the Whole Meetings	These meetings, to be scheduled at future dates, are designed for the Village Board to discuss the Budget and make any changes. Meetings are open to the public.
November 10, 2014	Committee of the Whole Meeting	The Village Board receives comments from the community regarding the budget.

Last two Weeks of November 2014	Final Draft of the 2015 Budget Available for Review	This is an opportunity to study the proposed budget document prepared for approval by the Village Board. The draft budget will be available at the Lincolnshire Village Hall and on file at the Vernon Area Public Library.
December 8, 2014	Budget Approval	Before this item is formally considered by the Village Board, there is an opportunity for citizens to speak. This is the final opportunity for public input into the budget prior to approval.

I hope you find these avenues of participation in the budget process useful. Please take advantage of the time available at the September 8, 2014 meeting to make your concerns known. It is much easier for the Village to address budget concerns early in the process of the development of the budget for the coming year.

Please do not hesitate to contact me at 847.913.2335 or bburke@village.lincolnshire.il.us if you have any questions or concerns about the budget process.

Sincerely,

VILLAGE OF LINCOLNSHIRE



Bradly J. Burke
Village Manager

BB:lu

cc: Mayor and Board of Trustees

First Name	Last Name	Title	Organization	Address	City/State/Zip
Alice	Lee-Osborne		Learning Fund Foundation - School District No. 103	1370 N. Riverwoods Road	Lincolnshire, IL 60069
Amy	Morrissey	Director	Lincolnshire Community Nursery School	48 Fox Trail	Lincolnshire, IL 60069
Bernice	Bloom	President	Rivershire Condominium Association II	207 Rivershire Place, Unit 203	Lincolnshire, IL 60069
Beth Ann	Fell	President	The Village Club	2 Kensington Drive	Lincolnshire, IL 60069
Bob	Gregory	President	Lincolnshire Community Association	10 Londonderry Lane	Lincolnshire, IL 60069
Bruce	Lubin	President	Board of Education School District No. 125	5217 RFD Briarcrest Lane	Long Grove, IL 60047
Caitlin	Merel		Girl Scouts of Greater Chicago & Northwest Indiana	650 North Lakeview Parkway	Vernon Hills, IL 60061
Chris	Poteet	President	YMCA Adventure Guides	33 Essex Lane	Lincolnshire, IL 60069
Cindy	Fuerst	Director	Vernon Area Public Library	300 Olde Half Day Road	Lincolnshire, IL 60069
Gary	Gordon	President	Board of Education School District No. 103	29 Brunswick Lane	Lincolnshire, IL 60069
Howard	Feather	President	Indian Creek Homeowners Association	10 Trafalgar Square, Unit 304	Lincolnshire, IL 60069
Howard	Lipschultz	President	Rivershire Bath & Tennis Association	211 Rivershire Lane, Unit 604	Lincolnshire, IL 60069
Ilene	Abrahams		League of Women Voters in the Deerfield Area	205 River Road	Deerfield, IL 60015
Jan	Stefans	President	Lincolnshire Garden Club		Lincolnshire, IL 60069
Jill	Raizin	President	Riverside Foundation Auxiliary	7 Farrington Circle	Lincolnshire, IL 60069
Kay	Hoogland	President	Stevenson High School District No. 125	4465 Kettering Drive	Long Grove, IL 60047-5204
Larry	Barnhart	President	Wood Creek Courts Homeowners Association	4 Court of Connecticut River Valley	Lincolnshire, IL 60069
Larry	Storck	President	Village Green Condominium Association	425 Village Green, Unit 203	Lincolnshire, IL 60069
Lynne	Schneider		Buffalo Grove/Lincolnshire Chamber of Commerce	P.O. Box 7124	Buffalo Grove, IL 60089
Marcel	Durot	President	Rivershire Condominium Association I	124 Rivershire Lane	Lincolnshire, IL 60069
Maureen	Meyer	Secretary	PTO - School District 103	9 Kensington Drive	Lincolnshire, IL 60069
Maureen	Riedy	President	Visit Lake County	5465 W. Grand Ave., Suite 100	Gurnee, IL 60031
Michael	Snipes	President	Beaconsfield Condo Association	28 Beaconsfield Court	Lincolnshire, IL 60069
Michael	Stevens	President & CEO	Lake County Partners	100 Tri-State International Dr., Suite 122	Lincolnshire, IL 60069
Morry	Gable	President	Heritage Creek Homeowners Association	20 Ashford Court	Lincolnshire, IL 60069
Rich	Goodell	President	Rivershire Community Property Association	207 Rivershire Place, Unit 204	Lincolnshire, IL 60069
Robert	Weinberg	President	Sutton Place Homeowners Association	10 Sommerset Lane	Lincolnshire, IL 60069
Ronald	Previn	President	Rivershire Homeowners Association II	329 Rivershire Court	Lincolnshire, IL 60069
Scott	Harper	President	Lincolnshire Sports Association	3075 Sanders Road, Suite G2B	Northbrook, IL 60062
Sheryl	Pratt	President	Westgate of Lincolnshire Homeowners Association	5 Exeter Court	Lincolnshire, IL 60069
Sophie	Twitchell	Executive Director	Friends of Ryerson Woods	21850 N. Riverwoods Road	Deerfield, IL 60015
Stan	Roelker	President	Lincolnshire Morningstar Rotary Club	375 Parker Dr., Unit 2D	Genoa City, WI 53128
Tom	Tolbert	Leader	Boy Scout Troop 78	168 Old Creek Road	Vernon Hills, IL 60061
Vic	Fernitz	Director	Hidden Lakes Homeowners Association	20 Trafalgar Square, Unit 207	Lincolnshire, IL 60069
William	Rubenstein	President	Lakes of Lincolnshire Condominium Association	211 Rivershire Lane, Unit 305	Lincolnshire, IL 60069

September 2, 2014

Honorable Mayor Brett Blomberg & Trustees
Village of Lincolnshire
One Olde Half Day Road
Lincolnshire, IL 60069-3035



Dear Mayor Blomberg and Village Trustees,

Our goal is to help attract visitors to the village which in turn generate hotel stays, restaurant visits and other sales tax revenue for the Village. We are pleased to report that your marketing partnership with Visit Lake County delivered very strong results the past 12 months. Below is a summary of the return-on-investment you received from your strategic alliance with Visit Lake County the past 12 months.

Promoting Special Events

The Taste of Lincolnshire Media & Public Relations Support:

- Listed as a top event in our Daily Herald Weekend Watch Column.
- Featured The Taste on our WXL radio segment and brought along a participating restaurateur from Eddie Merlot's who talked about the event and provided samples.
- Wrote a blog about the Taste of Lincolnshire and Food Truck Friday.
- Provided posts on Twitter and Facebook about The Taste (see sample pages).

Ongoing Public Relations & Social Media Support:

- Lincolnshire events promoted year around on our website calendar of events – one of the most popular sections of our website with over 30,000 views per month during the summer months.
- Our website generated 340,860 unique visits 1,108,800 million page views in FY '14.
- We have over 28,000 likes/followers on Facebook and 5,000 on Twitter.
- Mentioned Lincolnshire events in dozens of Facebook and Twitter posts.
- Lincolnshire Marriott Resort was featured in our "Best Day of My Life" Summer music video.

Cross promotional Opportunities to Reach Leisure Travelers

Our advertising and year-around social media marketing program draws visitors to our website who are influenced to stay in Lincolnshire. We also distributed 1,000 copies of your Shop & Dine Guide at our Lake Forest Oasis tourism kiosk. The Lake Forest oasis averages over 7,000 visitors per day.

Support Local Hospitality Businesses

Our sales team helped secure 65 Meetings, Sports & Tour Groups for Lincolnshire resulting in:

- **6,630 hotel rooms used** – many during hotel "need" times.
- **\$2,136,072** in spending on lodging, dining, shopping and entertainment.
- We hosted 2 client events at the Lincolnshire Marriott Resort attracting 28 associates from HelmsBriscoe and Meetings & Incentives who are very influential in selecting hotels for future meetings and events.

New Business Leads:

- **143 leads/referrals** for future meetings, reunions, tour and sports groups for Lincolnshire. The value of this potential business is 21,076 room nights and \$4.8 million in economic impact.

Partnership/Funding

Our FY '15 state tourism grant award is \$1,132,154. We are required to match the grant through local investments. Below is a list of our community partners and their estimated FY '15 commitments. Based on our established partnership levels, Lincolnshire should be investing \$25,000 annually.

Community	# of Hotel Rooms	Investment	Plus Co-op Advertising (helps match our grant)
Antioch	68	\$10,000	
Deerfield	1,162	\$25,000	
Grayslake	108	\$10,000	
Gurnee	1,443	\$137,000	Estimate - based on actual hotel tax receipts. + local attractions invested \$200,000.
Lake County	235 (unincorporated area)	\$80,000	Estimate - based on actual hotel tax receipts.
Lake Zurich	86	\$10,000	
Libertyville	259	\$10,000	+ \$6,000 in advertising
Lincolnshire	1,056	TBD	\$15,000 in FY '14. Requesting \$20,000 in FY '15.
Long Grove	0	\$3,000	Paid by Long Grove Business & Community Partners
Vernon Hills	370	\$10,000	+ \$14,300 in advertising
Waukegan	1,542	\$25,000	+ \$5,200 in advertising
Zion	111	\$10,000	+ \$3,200 in advertising

The Village of Lincolnshire counts on hotel taxes as an important source of revenue for your annual budget. Year after year our marketing programs have proven to be a solid investment to help strengthen your tax base and boost your hotel occupancies – particularly during “need times.” Your local restaurants benefit enormously from business travelers who frequent the many fine dining establishments in the village. The economic impact of business travel spending is \$310-\$325 per room night for lodging, dining, shopping, entertainment and more. Leisure travelers spend about \$100 per day.

Thank you for your past support. For FY '15 we respectfully request a contribution of \$20,000 to bring you closer to Deerfield and Waukegan which are both at the established investor level of \$25,000 for communities with over 1,000 hotel rooms. Communities with 65 – 375 rooms invest \$10,000.

We are pleased to have Steve McNellis serve as on our Board of Directors and Executive Committee in the position as Treasurer. Kristin Duncan, General Manager of the Lincolnshire Marriott Resort, has also recently joined our Board of Directors. Kristin and I look forward to providing you with a recap of this past year's ROI at your meeting on September 8th.

Sincerely,



Maureen Riedy
President

Enclosures

**Business, Tours & Sports Groups Recruited by VLC for Lincolnshire
8/01/2013 - 7/31/2014**

Group / Event	Meeting/Event Dates	Hotel Rooms	Attendance
Abbott	11/5/2013 11/10/2013	176	80
Able Trek Tours	11/19/2013 11/22/2013	0	50
Addison Park District	08/21/2013		30
Bauer World Hockey Invite	11/01/2013 11/03/2013	746	600
Brookfield Wisconsin Senior Center	10/09/2013		26
Buffalo Grove Park District	10/09/2013		22
Buffalo Grove Park District	12/18/2013		11
CareFusion	01/20/2014 01/23/2014	121	40
Carol Stream Park District / Forever Young	08/07/2013		40
Cary Park District / Kraus Senior Center	04/09/2014		10
Castle Bank / Castle Club	05/07/2014		56
Discovery Tours	09/11/2013		20
Do Travel	04/10/2014 04/11/2014		8
Eclipse Select Soccer Club	08/09/2013 08/11/2013	449	800
ECNL	10/11/2013 10/14/2013	64	100
Ela 55 Plus	12/27/2013		37
First State Bank / Vista Club	05/22/2014		34
First State Bank / Vista Club	09/19/2013 09/20/2013		32
First Travel Center	08/21/2013		56
Fond du Lac Senior Center / Happy Travelers	10/30/2013		36
Fox Valley Park District	12/11/2013		21

GLSA	05/23/2014 05/26/2014	178	175
Goldberg Wedding	10/12/2013 10/14/2013	40	80
Green River Lines	08/28/2013		35
Green River Lines	11/06/2013		37
Hanover Township Seniors	08/21/2013		30
Helmsbriscoe	05/18/2014 05/20/2014	95	60
Helmsbriscoe	03/24/2014 03/27/2014	47	12
Helmsbriscoe	05/11/2014 05/23/2014	166	33
Helmsbriscoe	03/12/2014 03/14/2014	113	75
Helmsbriscoe	05/08/2014 05/09/2014	17	17
Lake Forest Bank & Trust / Platinum Adventures	04/10/2014		30
Lake Forest Bank & Trust / Platinum Adventures	09/25/2013		40
Lisle Park District / Prime Times	02/26/2014		30
Lisle Park District / Prime Times	11/13/2013		30
Lisle Park District / Prime Times	08/07/2013		30
Lisle Park District / Prime Times	10/09/2013		50
Lisle Park District / Prime Times	07/16/2014		31
NAIA-Intercollegiate Team Championships	03/28/2014 03/30/2014	173	450
Nielsen	07/11/2014 07/17/2014	131	60
Nielsen	07/15/2014 07/23/2014	25	25
Nielsen	07/07/2014 08/09/2014	834	90
Nielsen	07/26/2014 08/09/2014	360	27
Nielsen	07/30/2014 08/07/2014	61	19

Nielsen	07/13/2014 07/19/2014	454	60
Northbrook Sports Club	08/01/2013 08/04/2013	13	26
Northview Bank / Platinum Adventures	09/25/2013 09/25/2013		30
Oak Brook Park District / Pioneers	09/11/2013		35
Old Second Bank / Prime Time Club	12/11/2013		21
Peak 21 Lacrosse	06/24/2014	44	100
R&J Tours	05/20/2014 05/23/2014		46
Rockford Charter Coach LLC	10/30/2013		20
Sun City Community Association of Huntley	07/30/2014		50
Sun City Community Association of Huntley	09/18/2013		56
Sun City Community Association of Huntley	04/09/2014		50
The Private Bank / Traditions	10/02/2013		50
US Club Soccer / NPL Soccer - Anthony Travel	06/20/2014 06/24/2014	118	150
US Club Soccer / NPL Soccer - Anthony Travel	06/27/2014 06/30/2014	442	600
US Junior Nationals - Midwest Office	04/24/2014 04/27/2014	337	350
USMEPCOM	05/31/2014 06/02/2014	20	100
USS The Sullivans DD-537, DDG-68 Association	09/18/2013		200
Viking Travel Service	06/25/2014		40
VMP Community Club	05/14/2014		30
Western Golf Association	09/09/2013 09/15/2013	1,406	1,600
Wheaton Park District	11/06/2013		30

Totals for Lincolnshire: 65 Groups **6,630** **7,219**
Economic Impact \$ 2,136,072 in spending on hotel stays, dining, shopping, entertainment & misc.

Lincolnshire's Community Partner Page

Community Partners

Village of Lincolnshire

847-883-8600
www.village.lincolnshire.il.us

- Member Directory
- Community Partners
- Links of Interest
- Membership Overview
- Member Log-In

Picturesque Lincolnshire boasts tree-lined winding roads, luxurious homes and a variety of fine dining choices along Restaurant Row. The village hosts many family events throughout the year. Stay and play at the Lincolnshire Marriott Resort, offering a wealth of leisure activities including a PGA championship golf course, fitness center and live theatrical productions at the intimate Marriott Theatre. The 2014 Taste of Lincolnshire kicks off on Friday, July 25 with Food Truck Friday from 11am - 2pm. There will be numerous food vendors on display including Eddie Merlot's and the Lincolnshire Marriott Resort, along with live entertainment and a cooking demonstration. The Taste of Lincolnshire runs through Sunday, July 27.



31 Partners found (1 - 10 shown)

Name / Description	Type(s)	City
Big Bowl Offering bold or spicy, Chinese or Thai and countless ways to satisfy. Using the freshest and highest quality ingredients and starting from scratch an... Read More	Dining	Lincolnshire
Bonta Italian Deli and Wine Shop An authentic Italian market with a deli boasting fine imported and domestic meats and cheeses, fresh grilled vegetables, baked entrees, pelato, olives... Read More	Dining, Shopping	Lincolnshire
Brew Restaurant & Bar Enjoy innovative food and beverages in a stylish setting. Menu includes entree salads, steaks, seafood, hand-crafted sandwiches and flatbreads, and an... Read More	Dining	Lincolnshire
Costi Costi hosts at least one new dish every season along with the fresh-baked flatbreads, sandwiches, melts, soups and salads. Specialty coffees... Read More	Dining	Lincolnshire
Courtyard Chicago Lincolnshire This Lincolnshire hotel provides you with exactly what you need to make all travels successful - whether traveling for business or fun. Located just o... Read More	Accommodation	Lincolnshire
Crane's Landing Bar & Grill Clubhouse restaurant serves light American fare and beverages, available March through November during golf course operating hours. Open for breakfast... Read More	Dining	Lincolnshire
Crane's Landing Golf Course at Lincolnshire Marriott Resort Crane's Landing Golf Club at the Lincolnshire Marriott Resort has welcomed golfers for many years. As a Certified Audubon Cooperative Sanctuary and kn... Read More	Golf Club, Outdoor, Sports Facility	Lincolnshire
Eddie Merlot's A prime steak and seafood restaurant serving the highest quality of foods and freshest ingredients all in a world class facility... Read More	Dining	Lincolnshire
Egg Harbor Cafe Egg Harbor Cafe is a restaurant specializing in gourmet breakfast and lunch creations served from 6:30 a.m. to 2:00 p.m. daily, in a warm, charming, c... Read More	Dining	Lincolnshire



Check out these "Must-Do's" for some more ideas and ways to enjoy summer in Lake County!

Top-Five Events This Weekend:

1. Buffalo Grove Days
2. 66th Annual Jubilee Days Festival in Zion
3. Long Grove's Irish Fest
4. 60th Annual Art Fair on the Square
5. Classic Car Cruise Nite at Miller's Dog N Suds

Taste of Lincolnshire Visit Lake County's Weekend Watch Article

FRIDAY, JULY 25, 2014

Lake County
Daily Herald

Pet of the week 2

Your faith 3

Comics 4

 dailyherald.com

Neighbor

Out & about

Lake County

1 Lake County Fair, 10 a.m. to 11 p.m. Friday and Saturday, July 25-26, and 10 a.m. to 9 p.m. Sunday, July 27. Get up close to barnyard animals, ride carnival favorites, hear live music and more. New this year is the lawn mower racing and craft beer tent. See VisitLakeCounty.org for a fair guide. Lake County Fair

Grounds, 1060 E. Peterson Road, Grayslake.

2 Taste of Lincolnshire, 4-10 p.m. Friday, July 25; 11:30 a.m. to 10 p.m. Saturday, July 26; and 11:30 a.m. to 5 p.m. Sunday, July 27. Enjoy samples of food from top local restaurants, cooking demonstrations and live entertainment. Kids will love balloon artists and face painting at this family-friendly event. Village Green Center, Olde Half Day Road and Milwaukee Avenue, Lincolnshire.

3 Float Your Boat, 1-3 p.m. Saturday, July 26. Kids can create their own pie-tin boat out of found objects

and craft items and then race it against competitors for the best-floating, fastest vessel in the water. This event is free and open to the public. All supplies will be provided. Great Lakes Naval Museum, 610 Farragut Ave., Building 42, Great Lakes.

4 Great America Family Campout, 6 p.m. Saturday, July 26, to 7:30 a.m. Sunday, July 27. Bring a tent and camping gear for a camp out under the stars, including outdoor games, activities, a campfire and a family movie. Cost is \$25 per family for residents and \$31 for nonresidents. Call (847) 623-7788. Hunt Club Park, 900 Hunt Club Road, Gurnee.

5 Wine and Art Stroll 2014, 5-9 p.m. Saturday, July 26. Explore downtown Waukegan and sample wine at participating locations. Ticket includes souvenir wineglass and gift card. Check-in at Jack Benny Plaza or near Dandelion Gallery/Green Town Tavern. Call (847) 623-6650. Waukegan MainStreet, Clayton and Genesee streets, Waukegan.



• More weekend activities can be found at VisitLakeCounty.org.



800-Lake-Now



The Taste of Lincolnshire and Food Truck Friday!

By Avis Meade on July 24, 2014

Friday, July 25 – Sunday, July 27

Taste Times: Friday: 4 – 10 p.m., Saturday: 11:30 a.m. – 10 p.m., Sunday: 11:30 a.m. – 5 p.m.

Food Truck Friday

This weekend is the Taste of Lincolnshire, and they're starting things off right with a food truck extravaganza! Take a stroll and experience some of the area's most scrumptious food trucks including Toasty Cheese, Grill Chasers, Louie B. Fresh, Mundelein's Wapagheti's Pizza and finish it all up with dessert from Chicago Cupcake. Don't mind if I do!



Family Fun All Weekend

But don't get that "to-go" bag too soon! This festival is three delicious days full of delicatessen adventures. Sample foods from local favorites like Kona Grill, Prairie House, Eddie Merlot's and more. And this is your chance to try Eddie Merlot's pulled pork, which will be making an exclusive appearance, to the delight of watering mouths everywhere. Check out some of cooking demonstrations for some insider tips to help add a little spice to your own home cookin'.

Live Entertainment Lineup

- Sipos & Young (Acoustic Duo)
- Just Groove (Funk n' Roll!)
- Hot Rocks (Best Rolling Stones Tribute)
- Xazz (Classic Jazz)
- Industrial Drive (Classic Rock)
- Jackpot Donnie (Energetic Original Rock)
- Fortunate Sons (Amazing CCR Tribute)
- Class of '68 (Classic/Oldies Rock)
- Doug James & the Pocket (Chicago Blues)
- Sonic 7 (70's/80's Rock)



UPDATED BAND SCHEDULE:

Friday: 11 a.m. – 2 p.m. Sipos & Young (Food Truck Lunch Tent)
5:30 – 7:30 p.m. – Just Groove
8 – 10 p.m. – Hot Rocks

Saturday

11:30 a.m. – 12:30 p.m. – Xazz
1 – 2:30 p.m. – Industrial Drive
3 – 5 p.m. – Jackpot Donnie
5:30 – 7:30 p.m. – Fortunate Sons
8 – 10 p.m. – Class of '68

Sunday

12:30-2:30 p.m. – Doug James & The Pocket
3 – 5 p.m. – Sonic 7



Share:

Related

Summer Festivals in Lake County!

Weekend Events for August 23-25

Egg Hunts, Brunches and More! Easter Events
April 18-20

Visit Lake County Facebook

 Visit Lake County, Illinois
Jul 13 '17

What food are you looking forward to at the Taste of Lincolnshire today? I am personally looking forward to stopping by Eddie Merlot's. Mouth watering



606 people reached

Boost Post

Like Comment Share   1

 Visit Lake County, Illinois
Jul 27 Edited '17

Lunch is planned for you today. It's Food Truck Friday at the Taste of Lincolnshire from 11am - 2pm at 200 Village Green Dr. featuring Grill Chasers, Toasty Cheese - Mobile Eatery and more.



645 people reached

Boost Post

Like Comment Share   1

Visit Lake County Twitter



Visit Lake County
@VisitLakeCounty

TWEETS
10.5K

PHOTOS
380

FOLLOWERS
2,771

FOLLOWERS
5,101

PLACES
15

More ▾

Visit Lake County @VisitLakeCounty · Jul 27

Today is the last day to enjoy the Taste of Lincolnshire. Here is what is happening today. ow.ly/zCEsu

Visit Lake County @VisitLakeCounty · Jul 26

Mmmmm food. Everything you need to know before going to the Taste of Lincolnshire today ow.ly/zBOVD

Visit Lake County @VisitLakeCounty · Jul 26

Today at the Village Tavern in Long Grove, is the Illinois Booze and Blues fest. ow.ly/zBOFA Sounds like fun.

Visit Lake County @VisitLakeCounty · Jul 26

The Taste of Lincolnshire is in full swing today. ow.ly/zBOxq Roll call: RT if you will be there this weekend.

Visit Lake County @VisitLakeCounty · Jul 26

Before you go the @LC_Fair today, here is everything you need to know ow.ly/zBOpL

Visit Lake County @VisitLakeCounty · Jul 26

The Taste of Lincolnshire kicks off today at 4pm. ow.ly/zyZF9 Roll call: RT if you will be there this weekend.

Visit Lake County @VisitLakeCounty · Jul 26

Lunch is planned today for you. It's Food Truck Friday at the Taste of Lincolnshire from 11am - 2pm. See you there! ow.ly/zyZyo

Visit Lake County @VisitLakeCounty · Jul 24

Food Truck Friday kicks off the Taste of Lincolnshire tomorrow. ow.ly/zyFWg I will see you at lunch. #eatlocal #foodtrucks #food

Visit Lake County @VisitLakeCounty · Jul 23

Be sure to tune into @1023xlc tomorrow morning around 8:30, we will be on talking @lc_fair and Taste of Lincolnshire & giving away a prize.



CELEBRATING 30 YEARS OF SUCCESS AND

RISEING

EXPECTATIONS



August 2014

Dear Partners,

We are proud to celebrate 30 years of success in promoting tourism as an economic driver for Lake County. FY '14 has been particularly rewarding. We hit an all-time high in social engagement with our music video created to highlight attractions and kick off the summer tourism season. I thoroughly enjoyed singing and dancing with many partners in our lively version of *The Best Day of My Life*.

We continued to enhance VisitLakeCounty.org as the official destination website for those planning leisure and business travel. We redesigned sections, added more visual elements and retooled our blogs to better convey visitor experiences in Lake County. Our digital strategies in combination with our multi-media leisure advertising campaigns, which generated a record number of impressions to our target audience, boosted visitations to our website.

Hotel performance momentum continued in 2013 with the highest RevPA since 2007. Our group sales department was successful in attracting significant incremental business valued at \$4.6 million. With the changing dynamics in the site selection process, we shifted resources to invest in partnerships with influential intermediaries. We also hosted a record 6 FAM Tours which provided us with the opportunity to showcase our attractive county to over 100 prominent clients.

As we embark on FY '15 we are raising our expectations and using aggressive strategies for social media and digital marketing, group sales and integrated advertising campaigns to elevate the profile of Lake County and deliver even more compelling results for our partners and communities.

Sincerely,

Maureen Biedy
President



Enjoying Goliath with Jen Hoelle from the Illinois Office of Tourism



Maureen Biedy, President of Lake County, Illinois, is a past president of the Destination Marketing Association International (DMAI) and a past president of the National Association of Destination Marketing Organizations (NADMO). She is also a past president of the Illinois Destination Marketing Association (IDMA).



DMAI Accreditation

Visit Lake County is accredited by Destination Marketing Association International (DMAI) which requires compliance with standards of excellence in operational and financial procedures, governance, customer service, and sales and marketing.

FY '15 Board of Directors

Chair

Cheryl Ross, Village of Gurnee

Vice Chair

David Motley, City of Waukegan

Treasurer

Steve McNellis, Village of Lincolnshire

Secretary

Randy Ebertowski, Gurnee Mills

Directors

Sonolito Bronson, City of Zion

Kristin Duncan, Lincolnshire Marriott Resort

Brad Harvey, Embassy Suites Deerfield /
Village of Deerfield

John Kalmar, Village of Vernon Hills

Greg Koeppen, Lake County Farm Bureau /
Village of Grayslake

Conrad (Connie) Kowal, Village of Libertyville

John Krajnak, Six Flags Great America

Dale McFarland, KeyLime Cove Indoor
Waterpark Resort

Dustin Nilsen, Village of Antioch

Michael Rummel, Lake County Board, District 12

Bureau Staff

Maureen Riedy, President

Peggy Altman, Visitor & Partner Services Coordinator

Kimberly Ghys, Senior Sales Manager

Anthony Haag, Director of Marketing

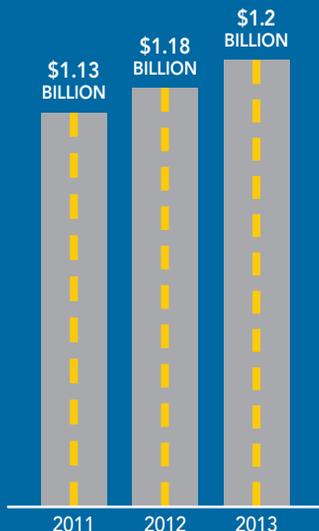
Judy "JJ" Jorata, Office Manager

Teresa Lewis, Sales Manager

Avis Meade, Communications Specialist

Jayne Nordstrom, Group Tour & Partnership Manager

Lake County, Illinois Visitor Spending



Travel Spending Increased
1.6% from 2012 to 2013.

Study prepared for the
Illinois Office of Tourism by
the US Travel Association.



HIGHLIGHTS

Total visitor inquiries were up 10% to 4,900

Received the Illinois Excellence in Tourism Award for a social media campaign we conducted with Key Lime Cove

Boosted our tourism newsletter subscribers to over 14,000

We wrote and posted over 100 blogs about experiences in Lake County
Initiated a partnership with the popular Little Lake County blog

Made bi-weekly radio appearances on WJLC and authored a weekly Daily Herald column both highlighting upcoming festivals and events

Lake County hosted the BMW Championship in Sept 2019 at Conway Farms in Lake Forest which attracted over 190,000 spectators making it one of top PGA Tournaments of the year



Enhanced our website to be more user-friendly and visually appealing by re-categorizing content and adding new sections.

1,108,800
WEBSITE PAGE VIEWS
A 15% INCREASE



348,800
UNIQUE WEB VISITORS
A 43% INCREASE

BOATINGLAKECOUNTY.COM

4,129 WEBSITE VISITS IN JUNE



Promoted BoatingLakeCounty.com at the 2014 Chicago Boat Show



Lake County ranks third in Illinois travel expenditures behind Cook and DuPage Counties.

ECONOMIC IMPACT OF TOURISM IN LAKE COUNTY

1.2

VISITOR SPENDING

10,190

JOB

25.78

LOCAL TAX RECEIPTS

72.24

STATE TAX RECEIPTS

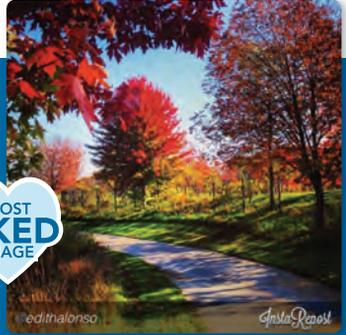
SOCIAL MEDIA

@VISITLAKECOUNTY

897,252

0AO SNA STEDL
T KOEOLVHEVH HETEVO

45% LVCKE NE



MOST LIKED IMAGE

Instagram



MOST LIKED IMAGE



BEST DAY OF MY LIFE

10,000

GLKNOTAVOITLEUN



13

TLDEANAGS OE
CASVOETEVON
VD OOK COLAVN



SLOEN
FY '13 FY '14

C CEAAASLOENLVCKE NEDA



17,948



100+ ASAHEANON SOIATED



5,000

OULOOCKASSAUENK



Group Sales Highlights

- The sales team confirmed 318 groups for Lake County hotels and venues — producing 16,880 room nights generating \$4.6 million in economic impact.
- Issued 479 sales leads for future group business. 47% selected Lake County and 31% still have site decisions pending. 56.4% of our FY '13 leads turned definite for Lake County.
- Conducted 19 customer site inspections of hotels and other venues.
- Attended 18 industry tradeshows and met with 604 prospective clients.
- Traveled to Wisconsin and Michigan and had sales appointments with 38 customers.

Lake County 2013 Hotel Performance



Overall Percent Change Year Over Year

FINALIST IN THE ILLINOIS MEETINGS & EVENTS MAGAZINE "BEST OF" AWARDS:

Convention & Visitor Bureau 40,000+ Pop.



Some of the most unique meeting venues are here in Lake County.

Mansions, theatres and vineyards, plus 60 hotels and three resorts. Take your pick.
VisitLakeCounty.org/meetings

318
GROUPS CONFIRMED

\$4.6
MILLION
ECONOMIC IMPACT

ADVERTISING

Successful seasonal advertising campaigns included broadcast TV, radio, print, online banner ads and billboards.

Return to Agenda

TARGET:
OM N 35 54
IN THE CHICAGO MARKET

HOLIDAY CAMPAIGN
WAS VIEWED
6.3 MILLION
IM

SUMMER CAMPAIGN
WAS VIEWED
33.8 MILLION
IM



Holiday Outdoor



Holiday Print Ad



Holiday Online Banner Ad



Watch our new TV spot at YouTube.com/VisitLakeCounty



Summer Online Banner Ad



Summer Print Ads



Summer Online Banner Ad



Summer Outdoor

OUR SEASONAL CAMPAIGN PARTNERS:

SI FLA GS GREAT AMERICA KEYLIME COVE
INDOOR WATERPARK & RESORT LAKE COUNTY FAIR
VILLAGE OF VERNON HILLS VILLAGE OF ANTIOCH

FAMILIARIZATION TOURS

Hosted six tours for prospective clients:

[Return to Agenda](#)

- Tour Operators FAM Tour — 12 clients
- Post Travel Media Showcase FAM Tour — 20 Travel Journalists and Bloggers
- Culinary Crawl FAM Tour — 24 tour operators
- IPW Post FAM Tour — 20 International Tour Operators and Media
- FAM Tour — 14 corporate and intermediary planners.
- HelmsBriscoe FAM Tour & Meeting — 14 planners



“What an awesome event you put on! I really had a great time, while learning more about the properties available in Lake County!”

– HelmsBriscoe Associate



“This was a great weekend and I was able to visit places that I knew about but had never visited in the area. I’m very glad that I was able to participate.”

– Tour Operator



Lake County Partners

Location. Collaboration. Opportunity.

To: Mayor Blomberg
Lincolnshire Village Board of Trustees
From: Michael H. Stevens, President & CEO *MS*
Date: August 28, 2014
Subject: Lake County Partners 2015 Funding Request

Thank you for the opportunity to address the Village Board to request continued support of our economic development efforts in the Village's 2015 Budget. I respectfully request the Village maintain its 2014 investment level of \$1,455.

Lake County Partners (LCP) continues to focus its economic development efforts on having a positive impact on job creation and employment opportunities. LCP is aggressively promoting Lake County and its communities in an ongoing effort to retain and attract businesses. Through our efforts we continue to see ongoing interest and activity, evidenced by more than 125 potential economic development projects over the past year. During the past 12 months Ludlow Manufacturing, Laser Precision, Culligan, Harmon International Industries, Big Machines, and Zebra Technologies have chosen to either move into or expand in Lake County. This is strong proof that Lake County continues to be a desired location for business.

Lake County is well positioned for continued economic success. Lake County's labor force leads the Chicago region with a highly skilled, highly educated workforce. More than 40% of our residents have obtained a bachelors degree or higher. In addition, our talent pipeline is strong. Recently the Chicago Sun Times ranked the top 50 high schools in the state, eight of which were located in Lake County. Even more impressive is that six of the top 15 high schools were in Lake County. Local employers find that their employees want to be in Lincolnshire and Lake County because of the quality of life - the housing options, the entertainment and recreation venues, and the low crime rate. The convenience of being in the suburbs provides employees with a much better work/life balance.

One of the primary implementation goals of LCP's Comprehensive Economic Development Strategy (CEDS) is the improvement of marketing functions for business attraction and retention. Marketing and outreach is the primary method by which we can communicate the assets that Lake County can be counted on to deliver—what we call "The Lake County Promise." These include a highly educated workforce, top-ranking schools, global industry leaders, beautiful and diverse recreational areas, the right balance between work and play, a gateway to global markets and a first-rate quality of life.

In 2014, to assist companies and site selection professionals with understanding the Lake County business climate, we developed the attached brochure to highlight the area's key

features and demographic trends. The document illustrates the availability of a highly-educated and skilled talent base and the county's commitment to funding a regional transportation system, expanding market access, and providing an unparalleled quality of life.

LCP is also pleased to be beginning our partnership with the Workforce Investment Board of Lake County (WIB) for business outreach and retention services that will address the skills gap in Lake County's key industry sectors of manufacturing, healthcare and information technology. This initiative forges a new relationship between LCP and the WIB that will focus on long-term industry planning as it relates to talent attraction and job development and retention. Efforts will target companies with between 15 and 350 employees with the goals of enhancing business relationships, raising awareness of economic and workforce development needs, and increasing communication among core stakeholders.

In 2015 our resources will continue to be directed towards the ongoing implementation of the CEDS recommended action plan regarding job creation, marketing, and outreach.

I want to thank you for your support of Lake County Partners as we work together to grow the Lake County economy.

Because Lake County offers the competitive advantage businesses need and the quality of life their employees want.

TO FIND THE RIGHT PLACE IN LAKE COUNTY,
LOOK TO LAKE COUNTY PARTNERS.

As a public-private organization, we are uniquely qualified to be your Lake County partner for business.



100 Tri-State International Dr.
Suite 122
Litchfield, Illinois 60069
Phone: 847-597-1220
Fax: 847-597-1235

Michael H. Stevens
President & CEO
(847) 597-1221
mstevens@lakecountypartners.com



LOCATION, LOCATION, SUCCESS



Why Lake County?

4 of Illinois' top 10 MEDIAN INCOME - \$74,266
school systems are in Lake County. 56TH HIGHEST COUNTY IN THE U.S.

**CHICAGOLAND IS A MAGNET
FOR COLLEGE GRADS.**

41.5% OF RESIDENTS HOLD A
BACHELOR DEGREE OR HIGHER
**13% ABOVE THE
NATIONAL AVERAGE.**

**POPULATION
700,000+**

**LESS THAN 25 MILES FROM CHICAGO;
LAKE COUNTY IS PART OF ONE OF THE
LARGEST TRADING CENTERS IN THE WORLD.**

75% OF NORTH AMERICA'S CONSUMERS ARE LESS THAN TWO DAYS AWAY.

**50% OF NORTH AMERICAN INDUSTRY
IS WITHIN ONE DAY'S TRUCK DELIVERY.**

LAKE COUNTY HAS THE HIGHEST MEAN WEEKLY WAGE IN ILLINOIS. Lake County boasts 30 miles of shoreline along Lake Michigan.

LAKE COUNTY'S 30,000+ BUSINESSES RANGE FROM
**FORTUNE 500 CORPORATE HQ'S
TO LOCALLY-OWNED MANUFACTURERS.**

O'HARE
INTERNATIONAL AIRPORT
IS LESS THAN 15 MILES
FROM LAKE COUNTY.

Strategically located between Chicago and Milwaukee, Lake County is situated on the shores of Lake Michigan. The county is home to ten Fortune 500 companies and has been named to Forbes Magazine's "Top Places for Business and Careers".

Home to 700,000-plus people and 30,000 acres of forest preserve, Lake County is a beautifully balanced, dynamic blend of cities, towns and villages with plenty of open green space. Lake County, Illinois offers everything you, your family, and your employees need to flourish – both professionally and personally. With a highly educated workforce coupled with beautiful and diverse recreational areas, Lake County boasts:

- A critical mass of businesses and corporate headquarters in growing industries
- Global and national connectivity
- Proximity to the thriving City of Chicago.

If you represent a company that is considering Lake County as a place of business, Lake County Partners is the premier local economic development organization with a proven track record in assisting with many aspects of location decisions, including:

- Gathering and analyzing information from LCP's Economic Impact software, CoStar commercial real estate database, Reference USA database, ESRI mapping tools, and more
- Facilitating meetings with key business leaders and service providers
- Identifying and helping apply for incentives and financial assistance
- Working with government agencies on issues involving infrastructure and development
- Assisting with potential cost considerations regarding locations and utilities

Mondelez International is a global snacks powerhouse, marketing delicious products in 165 countries around the world. Upon recently choosing Deerfield as its global headquarters, Mondelez leased 105,000 square feet of office space at Three Parkway North. Lake County Partners facilitated negotiations between the Village of Deerfield and the company, and guided the business through its site selection determination.



**REQUEST FOR BOARD ACTION
COMMITTEE OF THE WHOLE MEETING
SEPTEMBER 8, 2014**

Subject: Proposed Fiscal Year 2015 Village of Lincolnshire Goals

Action Requested: Consideration and Discussion of Proposed Goals for FY2015

**Originated
By/Contact:** Village Manager/Department Managers

Referred To: Village Board

Summary / Background: Annually, as part of the budget process, staff develops proposed goals for the coming fiscal year. The following are the goals and objectives for Fiscal Year 2015 identified by each Village Department. The first section outlines goals for FY2015 applicable to all Village departments; followed by department specific goals. Village Board consideration and feedback of the proposed goals is requested.

PROPOSED - FISCAL YEAR 2015 GOALS

All Village Departments

- **Coordinate Final Phase of Downtown Development & Pocket Park Construction:** Work with selected developer on design approvals for transfer of Village-owned land. Work also includes improving pedestrian connectivity, directional signage, and completion of design and construction of pocket park(s).
- **Update Technology Strategic Plan:** All Departments to work with Village's new information technology provider on the development of a long-term technology plan for entire organization. Plan to reflect ongoing work to develop a shared approach to IT via the Government IT Consortium.
- **Pursue Opportunities for Municipal Partnering:** Continue to investigate and implement opportunities to partner with other governmental entities for the procurement of goods and services where appropriate.
- **Evaluate Annexation of Desirable Properties:** Continue the evaluation of properties identified by the Mayor and Board of Trustees as desirable for annexation. Work with property owners and developers to meet Village vision for growth and development.
- **Emergency Planning:** Conduct comprehensive review and update of Village Disaster Preparedness Plan. Evaluate best location for Emergency Operations Center and prepare site to fulfill function. Conduct staff training on utilization of plan as needed.

Administration

- **Research and Recommend Approach for Developing Village of Lincolnshire Strategic Plan:** Explore potential consultants/firms to work with residents, Village staff and elected officials on creation of Lincolnshire strategic plan. Planning process to explore community strengths, weaknesses, opportunities, and threats and build an action plan to address long-term Village needs.
- **Government IT Consortium (GovITC):** Work with participating communities on development of intergovernmental agreement and organization enabling documents on the creation of an IT Consortium similar to the GIS Consortium. Work with GovITC members to develop plan and execute joint IT projects to reduce costs and improve service delivery for participating communities.
- **Continue to Explore Opportunities to Increase Use of Mobile Technologies for Field Personnel where Practical:** Explore opportunities and implement technologies to increase ways to connect field staff with data including GIS information, work order management system, inspection activities, etc.
- **Complete Comprehensive Update Personnel Policies Manual:** This project was initiated in Fiscal Year 2014 and is hoped to be completed in first quarter of 2015.
- **Prepare for and Lead Village Effort in Upcoming Collective Bargaining Agreement Negotiations with Fraternal Order of Police (FOP):** The current collective bargaining agreement expires April 30, 2015. Administration Department staff will be researching existing agreements in place in Lincolnshire's comparable communities and planning to participate in negotiation of a new contract. Work in this area is expected to include working to have language in the collective bargaining agreement mirror the language found in the Personnel Policies Manual as much as possible.
- **Explore Options for Implementation of High-Deductible Health Insurance Plan While Meeting Regulations of Affordable Care Act (ACA):** Explore possibility of implementing optional high-deductible health insurance plan via Village's health insurance pool to reduce health insurance costs and provide additional employee options for benefits while meeting the requirements of the ACA.
- **Annual Employee Benefit Statements:** Implement the distribution of Annual Employee Benefit Statements to all employees to explain the value of the total compensation and benefit program provided by the Village with W-2 at beginning of calendar year.

- **Implement Transparency Portal on Website:** Explore and implement opportunity to increase use of Village website to improve transparency of Village operations. By providing as much data as possible through the Village's website, residents and businesses can be better informed about services and support provided via the Village's tax dollars and fees.
- **Increase Use of Video:** Explore opportunities to introduce regular brief video features of all Village operations and programs on the Village website, via social media, or the Village's electronic communication methods. This initiative includes the creation of a Lincolnshire YouTube channel which will host full-length videos of Village meetings, as well as brief informative videos regarding programs, services, and projects.

Community & Economic Development

- **Revenue Enhancement:** Investigate opportunities to manage Building Permitting and property maintenance for surrounding smaller communities/unincorporated areas. Research cellular coverage and consider partnering to utilize Village facilities for service enhancement.
- **Review and Update Zoning Ordinance:** Continue the comprehensive review of the Village's Zoning Code. Targeted sections of the Zoning Code for 2015 include: Zoning Definitions, Business Districts and Personal Wireless (cellular facilities).
- **Provide Planning and Support to Community Events:** Continue and build-upon Staff support of community-wide events, including Taste of Lincolnshire and regular food truck events. Initiate new events, including a Farmers market and a community winter event.
- **Implement Community-Wide Economic Development/Marketing Program:** Continue to focus on economic development efforts including: landlord/tenant meetings, creation of economic development promotional materials and dedicated commercial website.
- **Village Identification Signage system program:** Evaluate feasibility of modernizing existing Village entrance and kiosk signs and adding additional informational "kiosks" on Milwaukee Avenue and Half Day Road.
- **Comprehensive Pedestrian Plan & Wayfinding signage for Downtown & Commercial Corridors:** Create a comprehensive pedestrian plan for the Village Downtown and commercial corridors including; unified signage, lighting, landscaping, street furniture elements and thematic design (in conjunction with Public Works)

- **Building Permitting:** Utilize the updated Building Permitting Software to streamline permitting and/or inspections for Building Permit work through interactive scheduling and plan submittal.

Finance Department Goals

- **Accounts Payable Direct Deposit:** Finance will offer an electronic funds transfer payment program to vendors who provide goods and services, and to staff for reimbursement payments. Direct deposit is the most efficient, convenient, and secure payment delivery method.
- **Building Permit Software:** Finance will collaborate with Community and Economic Development staff to interface Building Permit software and processes to the financial system with improved internal controls and efficiencies.
- **Credit Card Processing:** Complete the evaluation of software, rates, fees and customer charges. Inform public of new payment option, deploy software, and train staff.
- **Cross Training Administrative Staff:** Review cross training opportunities and availability of qualified backup support.
- **Financial Forecast:** The Financial Forecast is a journey. Over the next couple years this work in progress will see dramatic changes from the first report. Finance will maintain the financial document and seek a lean efficient work flow. Finance will develop a more in-depth revenue projection.
- **Financial Software (2015 & 2016):** In 2014, five local communities invited six software companies to demonstrate their financial software solutions and submit group discounted proposals to each community. Finance will collaborate with vendor to install applications, setup modules, convert data, train staff, and create reports.
- **GASB 68 (Accounting and Financial Reporting for Pensions):** Lincolnshire's 12/31/2015 audit will be affected by this standard. Finance will work with the Lincolnshire Police Pension, Pension Actuary and Auditor in preparation of year end reporting changes. In brief, we will need to recognize the long-term obligation for pension benefits as a liability. The interested parties will work together to establish rate of return and other applicable assumptions.
- **Utility Billing (Quarterly to Monthly):** Finance will review and update utility billing/ collection processes and documentation in preparation of converting residential billing from quarterly to monthly effective first quarter 2016. Public notification via newsletters, press releases, and website will be included.

Police Department

- **Crime & Incident Data Analysis:** Identify and train key members of the command staff in the use of the crime mapping and incident analysis functions of the New World Records Management System to identify/highlight locations where incidents (traffic crashes, criminal acts, and calls for service) are occurring with the most frequency. Implement proactive patrol tactics based on specific crime and traffic crash trends and data analysis.
- **Update Police Department Policies:** Conduct a comprehensive review of the Police Department's written policies and procedures based on "best practices" in law enforcement. Rewrite and update directives prioritizing those policies and procedures identified as "critical" (high liability) areas, such as vehicle pursuits and the lock-up facility. Initiate an in-service training program which focuses on periodic review of critical policies and procedures with all police personnel.
- **Career Development Program:** Develop a career development program for all Police Department personnel. Identify a core or baseline of training for each employee based on their assignment, functional responsibilities, tenure, and the overall needs of the department. Initiate annual training plan in response to career development program within confines of department's professional development budget.
- **Collaborative Relationships:** Continue to identify opportunities to collaborate with residents and community organizations to build and strengthen community relations, and accomplish the department's crime control mission.

Public Work Department Goals

- **Public Works Safety Training Program:** Implement an annual department safety training program. This would consist of forming a safety committee, participating in monthly training session, reviewing accident reports, inspection of facilities, inspection of parks and bringing forward recommendations.
- **Continue Automatic Water Metering System Conversion:** Implement the third year of this multi-year project.
- **Implement Sanitary Sewer Rehabilitation Program:** Rehabilitate 2,000 feet of Sanitary Sewer main for 2015.
- **Alternative Lighting Conversion Program:** Evaluate all current outdoor lighting and research a conversion to LED or other alternative lighting options as a cost/energy saving strategy throughout the Village.

- **Develop Long Range Flood Mitigation Plan for Lincolnshire Drive Area:** Identify project needs, develop multi-year plan, incorporate capital improvements into CIP, investigate flood response improvements, take active role in Des Plaines Watershed Workgroup
- **Comprehensive Pedestrian Plan & Wayfinding Signage for Downtown & Commercial Corridors:** Create a comprehensive pedestrian plan for the Village Downtown and commercial corridors including; unified signage, lighting, landscaping, street furniture elements and thematic design (in conjunction with Community and Economic Development)
- **Cost-Effective Residential Hazardous Tree Removal Program:** Considering the impact of EAB in the community, research and implement a cost effective, hazardous tree removal program that would offer residents a discount towards hazardous tree removals at group rates. This would provide cost saving measures to residents removing hazardous trees from private property.

REQUEST FOR BOARD ACTION
Committee of the Whole
September 8, 2014

Subject: Ordinance Consenting to the Village of Volo and Village of Bannockburn as Additional Members of the Solid Waste Agency of Lake County, Illinois (SWALCO) with No Late Fee (Solid Waste Agency of Lake County)

Action Requested: Consideration and Discussion of Draft Ordinance Regarding SWALCO Membership

Originated By/Contact: Brad Burke, Village Manager

Referred To: Mayor and Village Board of Trustees

Summary / Background:

At the August 28, 2014, Solid Waste Agency of Lake County (SWALCO) Board of Director's meeting, the Executive Director for SWALCO, the Board of Director's approved a resolution to admit Volo into SWALCO. The Village of Bannockburn had previously been approved by the SWALCO Board of Director's for membership. In accordance with the SWALCO intergovernmental agreement, a majority of members must pass an ordinance admitting new members to the organization. Attached is a draft ordinance admitting both the Villages of Volo and Bannockburn as members of SWALCO.

There are many benefits to membership in SWALCO; including, ability to secure funding via tipping fees and operations payments. Members also benefit from education and experience from the SWALCO staff regarding contract negotiations, community education, and can assist with staffing for Household Chemical Waste Collection events and other special SWALCO events, and more.

Budget Impact: None.

Recommendation: If the Board has no objections, staff recommends placement on the September 22, 2014 Regular Village Board consent agenda for approval.

Attachments:

- Draft Ordinance Consenting to the Village of Volo and Village of Bannockburn as Additional Members of the Solid Waste Agency of Lake County, Illinois (SWALCO) with No Late Fee (Solid Waste Agency of Lake County)

Meeting History	
Initial Referral at Village Board (COW):	September 8, 2014

ORDINANCE _____

AN ORDINANCE CONSENTING TO THE VILLAGE OF VOLO AND THE VILLAGE OF BANNOCKBURN AS ADDITIONAL MEMBERS OF THE SOLID WASTE AGENCY OF LAKE COUNTY, ILLINOIS (SWALCO) WITH NO LATE FEE

WHEREAS, Section 5.3 of the Intergovernmental Agreement establishing SWALCO contains provisions outlining how a Lake County municipal corporation may become an additional member of SWALCO; and

WHEREAS, the Village of Volo, Illinois and the Village of Bannockburn, Illinois have requested additional membership in SWALCO pursuant to Section 5.3 of the Intergovernmental Agreement but wish to avoid the payment of a late fee as described by that Section; and

WHEREAS, the Board of Directors of SWALCO has determined that the purpose of the inclusion of the late fee in Section 5.3 was to encourage the participation of municipalities to enter into said Intergovernmental Agreement from the beginning and prior to the expenditure or commitment of substantial public indebtedness; and

WHEREAS, SWALCO has not yet committed to the expenditure of substantial public indebtedness; and

WHEREAS, the inclusion of the Village of Volo and the Village of Bannockburn would not substantially affect the planning and implementation process of SWALCO at this point in time; and

WHEREAS, Section 5.3 of the Intergovernmental Agreement provides for the abatement or waiver of said late fee.

NOW, THEREFORE, BE IT ORDAINED, BY THE Mayor AND Village Board OF THE Village of Lincolnshire, COUNTY OF LAKE, STATE OF ILLINOIS, AS FOLLOWS:

Section 1. The Village of Lincolnshire, Illinois does hereby grant its consent for the Village of Volo, Illinois and the Village of Bannockburn, Illinois to become Additional Members upon the payment of a late fee in the sum of No Dollars (\$0.00).

Section 2. That the Village of Volo and the Village of Bannockburn shall make their capital contribution to SWALCO in the amount of \$5,000, in one payment of \$5,000.

Section 3. That this Ordinance shall be forwarded to the Secretary of SWALCO, upon its Certification, at 1131 N. Estes Street, Gurnee, Il 60031.

PASSED AND APPROVED THIS _____ DAY OF _____, 2014.

AYES:

NAYES:

ABSENT:

Mayor

ATTEST: _____
Village Clerk

REQUEST FOR BOARD ACTION
COMMITTEE OF THE WHOLE
September 8, 2014

Subject: **Forest View Subdivision, Public Improvement Acceptance**

Action Requested: **Consideration and Discussion of Acceptance of Public Improvements for the Forest View Subdivision (Fidelity Builders, Inc.)**

Originated By/Contact: **Robert Horne, Asst. Dir. of Public Works / Eng. Supervisor**

Referred To: **Committee of the Whole**

Summary / Background:

Fidelity Builders Inc. requests the Mayor and Board of Trustees accept Engineering Improvements for the Forest View Subdivision (see the attached letter).

The Public Works Department inspected the following improvements and recommends the acceptance of these improvements by the Village as having been completed, subject to the minor issues identified in Staff's punch list and final receipt of the Illinois Environmental Protection Agency water system final operator's permit:

- A. Street paving (including curb and gutter), except the surface course.
- B. Storm Sewer Facilities, including any detention/retention facilities and related structures.
- C. Water Distribution (and all appurtenances thereto)**
- D. Sanitary Sewer Facilities (and all appurtenances thereto).**
- E. Monuments.

Staff does not recommend accepting items A, B and E, noted above as these items have not been installed or approved as of this date.

The Developer provided the appropriate lien waivers for the work to be accepted, which will allow staff to provide the requested letter of credit reduction. They are also responsible for any corrective work for a period of three years from the date of acceptance.

Budget Impact:

Acceptance of these improvements adds approximately 800 linear feet of water main and approximately 800 linear feet of sanitary sewer.

Service Delivery Impact:

None

Recommendation:

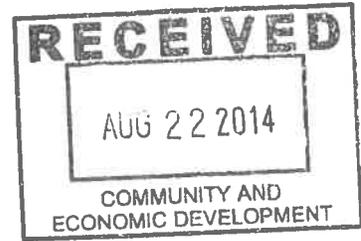
Staff recommends that the Village Board accept at the September 22, 2014, Regular Village Board meeting the following items:

- C. Water Distribution (and all appurtenances thereto)
- D. Sanitary Sewer Facilities (and all appurtenances thereto).

Reports and Documents Attached:

Letter Dated August 20, 2014

Meeting History	
Initial Referral to Village Board (COW):	September 8, 2014
Regular Village Board Meeting:	September 22, 2014



August 20, 2014

To: Village of Lincolnshire Village Board

From: Forest View Estates, Inc.

Re: Letter of Credit Reductions

Dear Mayor Blumberg and Village Board,

Forest View Estates, Inc. is requesting acceptance of "certain public improvements installed on the Forest View subdivision at 13 Half Day Road.

Thank You in Advance,

Mike DeMar

REQUEST FOR BOARD ACTION
COMMITTEE OF THE WHOLE
September 8, 2014

Subject:	Request for Out-Of-Village Water Service – 23232 N. Indian Creek Road, Prairie View
Action Requested:	Consideration Discussion, and Approval of a Request for an Out-of-Village Water Agreement to connect to the Village Water Supply for the Property Known As 23232 N. Indian Creek Road – (Mr. and Mrs. Foss)
Originated By/Contact:	Robert Horne, Asst. Dir. of Public Works/Engineering Supervisor
Referred To:	Mayor and Village Board

Summary / Background:

The Village has received a request from Mr. and Mrs. Foss to connect to the Village's water system for their home. The proposed connection will be for one existing single family residence located at 23232 N. Indian Creek Road, in Prairie View, IL. The attached map highlights the location of the property.

Mr. and Mrs. Foss have submitted a signed "Agreement to Provide Water Supply" and the \$150.00 filing fee. The Foss's have also filed an Unconditional Petition to Annex as required by Section 8-2-3-1A-2 of the Village Code. A copy of the petition is attached. As a reminder, the Village Code states;

"[t]he Village shall not be required to permit such annexation and may include conditions of annexation in any Annexation Agreement."

The Public Works department has no objections to honoring the request for connection. Should the Village Board wish to annex the property, Staff will discuss with Mr. and Mrs. Foss their desire to move forward with his request. If not, Staff will assist the petitioner through the permit process.

Budget Impact:

NA

Service Delivery Impact:

The Village will accept responsibility for maintenance of the line from the b-box to the water main following the refund of the 1 year security deposit. This is consistent with all properties receiving water service.

Recommendation:

Staff recommends and would request that this agreement be approved for processing.

Reports and Documents Attached:

Agreement Copies
Project Location Map

Meeting History	
Initial Referral to Village Board (COW):	September 8, 2014
Regular Village Board Meeting:	September 22, 2014

AGREEMENT TO PROVIDE

WATER SUPPLY SERVICE

THIS AGREEMENT (sometimes hereinafter referred to as "the AGREEMENT") dated the 29 day of August, 2014 and approved by the Village Board on the _____ day of _____, 20____ by and between: The Village of Lincolnshire, a municipal corporation of the County of Lake, State of Illinois (sometimes hereinafter referred to as "the VILLAGE" and Jay & Loretta Fos (sometimes hereinafter referred to as "the OWNER"):

WITNESSETH:

WHEREAS, the VILLAGE currently operates and maintains a water main (sometimes hereinafter referred to as "the MAIN") located in the right-of-way or easement of (road) INDIAN CREEK RD. and

WHEREAS, OWNER is the legal title holder of certain real estate legally described on EXHIBIT 'A' attached hereto and made a part hereof as if fully set forth herein, (sometimes hereinafter referred to as "the REAL ESTATE") which real estate is located at (address) 23232 No. INDIAN CREEK, is adjacent to the LINE and MAIN, is not contiguous to the Village, and is not within the corporate limits of any other City or Village; and

WHEREAS, the REAL ESTATE is presently a single family dwelling; and

WHEREAS, the (water service) to be constructed on the Real Estate is to be constructed

according to certain plans and specifications entitled _____
and dated _____, which plans and specifications are attached as EXHIBIT B,
and which plans and specifications have been inspected and approved by the Village; and

WHEREAS, the OWNER desires that the VILLAGE provide (water supply) to the REAL ESTATE to
such capacity and in such amounts as will adequately service the existing needs thereof for a
SINGLE FAMILY DWELLING.

WHEREAS, the VILLAGE and OWNER determine it to be to their mutual advantage and to the
public interest that the REAL ESTATE be annexed to the VILLAGE; if in the sole discretion of the
VILLAGE, the VILLAGE elects to do so; and

WHEREAS, the VILLAGE, prior to providing (water supply service) to the REAL ESTATE, desires
to enter contractual agreements with the OWNER as to the terms and conditions under which
such service and supply will be commenced and maintained;

NOW, THEREFORE, in consideration of the foregoing premises and in further consideration of
the mutual covenants, agreements and conditions herein contained, and other good and valid
consideration the parties hereto agree as follows;

1. Upon payment by the OWNER to the VILLAGE of the tap-in or connection charges in
existence at the time of the actual connection under the applicable provisions of the ordinances
of the VILLAGE, the VILLAGE will allow such tap-ins or connections to the LINE and MAIN as are
necessary to provide (water service) to the REAL ESTATE in accordance with the attached
EXHIBIT B.

2. Subsequent to such tap-ins or connections, the VILLAGE, subject to all rules, regulations
and ordinances of the VILLAGE, will provide (water supply service) to the REAL ESTATE to such

capacity and in such amounts as will adequately service the REAL ESTATE under its aforesaid intended usage, provided however;

(A) That the improvements to be constructed pursuant to the aforesaid plans and specifications are in no way to be changed, altered, varied or modified from the provisions of said plans and specifications without the express written approval from the Mayor and Board of Trustees.

(B) OWNER will pay all rates, fees and charges for such service and supply in effect for similar service and supply at the time of such tap-ins or connections or which may thereafter from time to time imposed therefore by the VILLAGE in accordance with normal Village procedures.

(C) OWNER acknowledges and agrees that: (i) the VILLAGE shall be constructing a new principal water main to provide water to the entire Village and that the Real Estate shall be benefited by such water main in the same proportion as if the Real Estate were within the Village; (ii) the VILLAGE may assess recapture fees or surcharges on the rates, fees and charges for water service as is required and to the extent necessary to offset the cost to construct the new principal water main; (iii) payment of such recapture fees or surcharges shall be a condition of continued service; (iv) the recapture fees or surcharges levied against the Real Estate, so long as it remains outside the boundaries of the Village, may be different from the recapture fees or surcharges levied on property within the Village, provided that such difference has a rational relationship to the sources of funding for the new water main; and (v) the OWNER, for him or herself and all persons claiming by or through the OWNER, forever waives and releases the VILLAGE from any challenge, objection or appeal of the "out-of Village" recapture fees or surcharges assessed by the VILLAGE.

(D) Immediately upon receipt of a written request from the VILLAGE, signed by the Village Mayor, the OWNER will execute and file with the VILLAGE, a petition requesting annexation to the VILLAGE of the REAL ESTATE or any part thereof as may be so requested by the VILLAGE.

OWNER will execute such petition as the legal title holder of the REAL ESTATE and as elector residing thereon, if such is the case.

In the event there are other electors residing upon the REAL ESTATE who are not parties to this agreement, the OWNER will obtain the signatures of such electors upon the petition, if requested to do so by the VILLAGE.

In the event, at the time such request is made by the VILLAGE, it is necessary to obtain the signatures of persons other than the OWNER of the REAL ESTATE and the electors residing thereon upon such petition, the OWNER will obtain such signatures if requested to do so by the VILLAGE.

Such petition for annexation will be provided by the VILLAGE and will be in the form required under the applicable laws of the State of Illinois.

Subject to the applicable laws of the State of Illinois, the VILLAGE will at its option annex the REAL ESTATE within a reasonable time after the filing of the petition for annexation.

The OWNER will not annex the REAL ESTATE to any other municipality without the approval in writing of the VILLAGE. Should such REAL ESTATE be annexed into another municipality, the VILLAGE may, at its sole discretion, cause the (water supply service) to be disconnected.

(E) OWNER shall reimburse VILLAGE for, or directly and promptly pay, all expenses and costs incurred by the VILLAGE in the preparation of this Agreement and in preparation of, or adoption, recording and filing of any ordinances, petitions or notices required hereunder

including but not limited to: (1) Attorneys fees and expenses, (2) Surveyors fees and expenses, (3) Recording fees, (4) Publication costs, (5) Engineering fees and expenses and (6) Planning fees and expenses.

3. The use of the REAL ESTATE shall not change without the expressed written approval of the VILLAGE as long as (water service service) is hence provided by the VILLAGE. If the use changes without this expressed written consent, the VILLAGE may, at its sole discretion, cause the (water supply service) to be disconnected.

4. This AGREEMENT and each and all of the covenants, obligations and conditions hereof, shall inure to the benefit of and be binding upon the heirs, personal representatives, successors and assigns of the OWNER and the successors in the office of the officers of the VILLAGE, and any successor municipal corporation of the VILLAGE.

5. All notices given under this AGREEMENT shall be given in writing by depositing the same in the United States Mail, registered or certified, postage prepaid, enclosed in an envelope addressed to the party to be notified, as follows:

If to OWNER, to: Jay and Loretta Foss
(name)
23232 N Indian Creek Rd
(address)
Lincolnshire, IL 60069

If to VILLAGE, to: Village Manager, Village Hall

One Olde Half Day Road
Lincolnshire, IL 60069

Or to any other address that any of the respective parties may, in writing, indicate for such party.

6. Failure of any party to the AGREEMENT to insist upon the strict and prompt performance to the terms, covenants, agreements and conditions herein contained, or any of them, upon any other party imposed, shall not constitute or be construed as a waiver or relinquishment of any party's right thereafter to enforce any such term, covenant, agreement or condition, but the same shall continue in full force and effect.

7. This AGREEMENT sets forth all promises, inducements, agreements, condition or understandings either oral or written, expressed or implied between them, other than are herein set forth. No subsequent alteration, amendment, change or addition to the AGREEMENT shall be binding upon the parties hereto unless reduced in writing and signed by them.

8. The submission of the AGREEMENT for examination does not constitute an offer to enter into the AGREEMENT and this AGREEMENT becomes effective only upon execution thereof by the parties hereto.

9. This AGREEMENT, upon signing by all parties hereto, shall be recorded by the VILLAGE in the office of the Recorder of Deeds in Lake County, Illinois.

10. Annexation and Terms of Village Code Sections 8-2-3-1 and 8-2A-1

10.1 This Agreement shall not be valid unless the Owner has done the following:

- (1) If the Property is contiguous to the Village, filed with the Village a fully executed and unconditional Petition to Annex the property to the Village, as approved by the Village Attorney.

- (2) If the Property is not contiguous to the Village, executed an Annexation Agreement, approved by the Village, which shall contain, among other matters, an agreement to file an unconditional Petition to Annex the property to the Village as soon as the property becomes contiguous to the Village.

10.2 Village Code Sections 8-2-3-1 and 8-2A-1 are made a part of this Agreement as though fully set forth in this Agreement.

11. Application for Connect.

The Owner's Application for Connection is attached to and made a part of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed the day and year first above written.

VILLAGE OF LINCOLNSHIRE

LAKE COUNTY, ILLINOIS

By: _____

Mayor

ATTEST:

Jay and Lorette Foss

Clerk

OWNER(S)

STATE OF ILLINOIS)

) SS.

COUNTY OF LAKE)

I, the undersigned, a Notary Public, in and for the County and State aforesaid, do hereby certify, that Jay & Loretta Foss, personally known to me to be the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person and severally acknowledged that as such Owner, he signed and delivered the said instrument as Owner of said 23232 N. Indian Creek Rd.

Given under my hand and seal this 2 day of September 2014.

State of Illinois County of Lake

Lillian Landau

Notary Public

Loretta M Foss



Owner Signature (s)

Exhibit B

ORDER NO _____

FOR _____

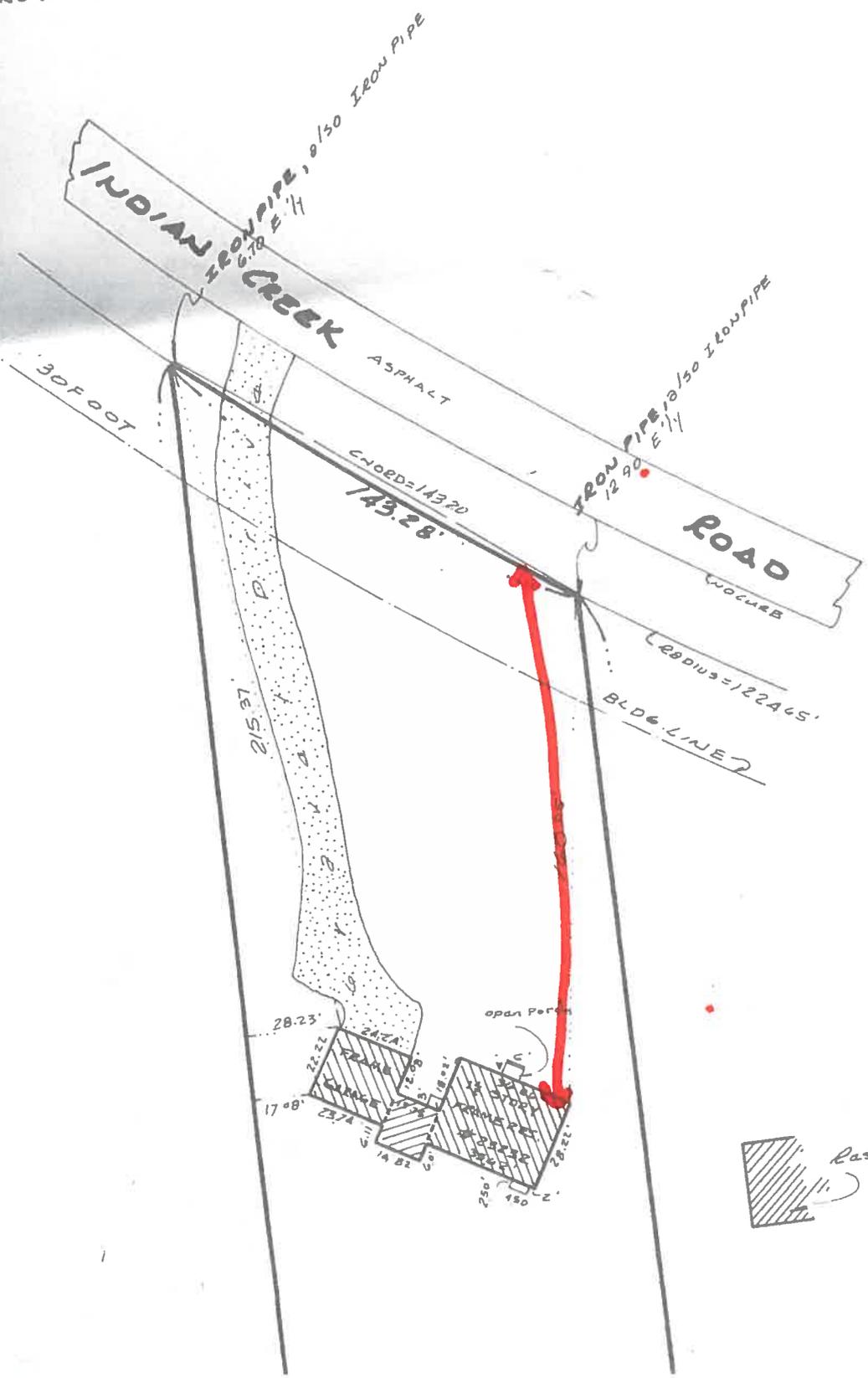
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PAGE _____

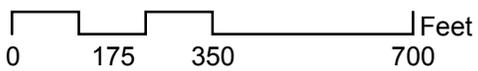
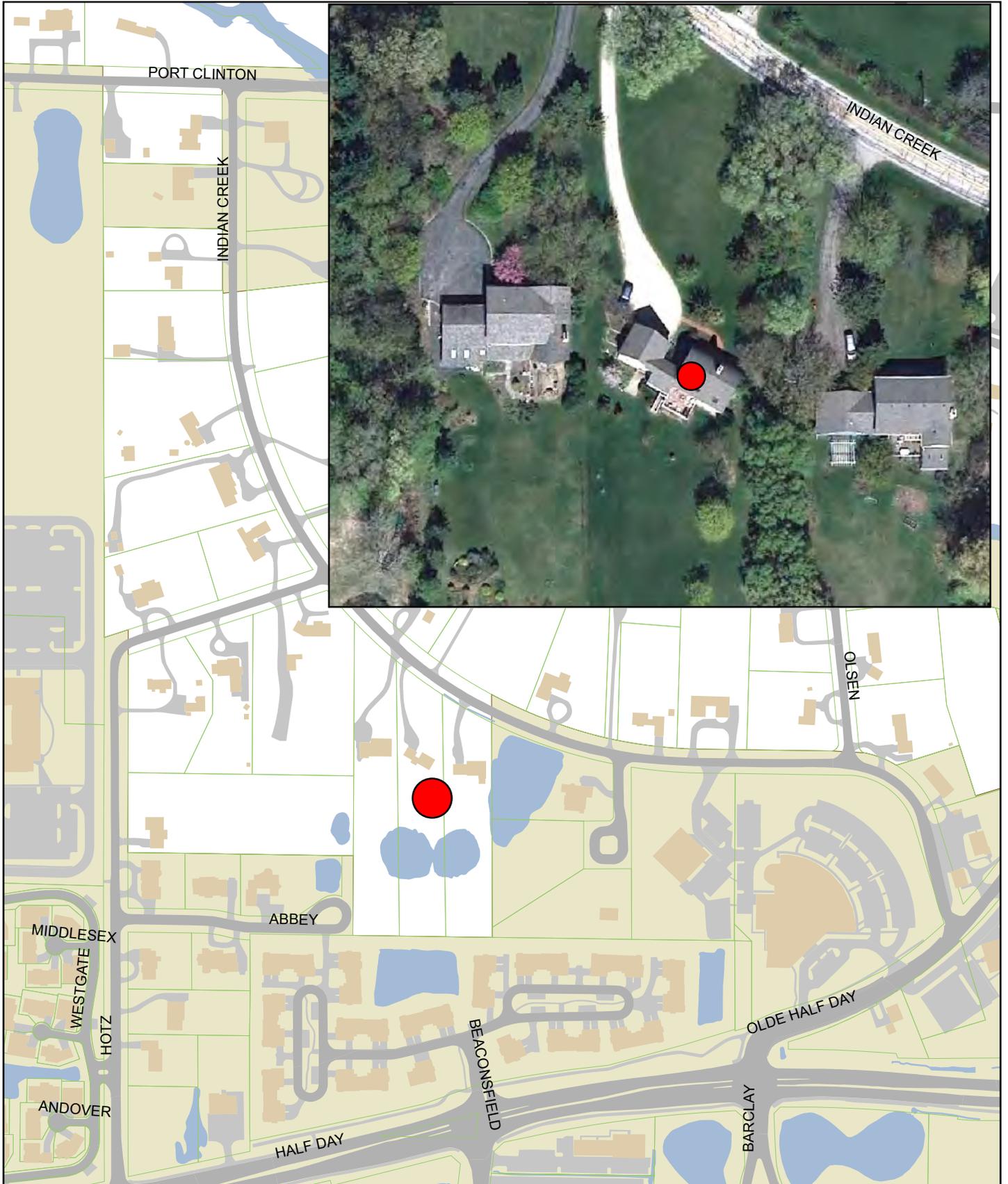
ORDERED BY MR. JAY FOLS
RESUBDIVISION OF LOT 11, IN COUNTY CLEAR
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Prairie View, Illinois
Out-of-Village Water Request



REQUEST FOR BOARD ACTION
Committee of the Whole
September 8, 2014

Subject:	Village of Lincolnshire Plan for Flood Mitigation Public Information and Flood Insurance Coverage Improvement
Action Requested:	Consideration and Discussion of Draft Plan for Flood Mitigation Public Information and Flood Insurance Coverage Improvement
Originated By/Contact:	Youssef Shoukry, Management Analyst
Referred To:	Mayor and Village Board of Trustees

Summary / Background:

As part of the ongoing effort to improve the Village's rating as part of the Federal Emergency Management Agency (FEMA) Community Rating System (CRS) program, the All Natural Hazards Mitigation Committee developed the Plan for Flood Mitigation Public Information and Flood Insurance Coverage Improvement, or Flood Information Plan (FIP). The Committee assessed the Village's public information needs and closely examined outreach messages which may help the Village respond and prepare for flood events. The FIP provides a structure for how the Village is to provide accurate, well-timed, applicable, consistent and coordinated information. The FIP also includes an assessment of flood insurance coverage within the Village. There are 121 flood insurance policies in the Village insuring over \$34 million in property. Also of note, while the majority of policies are within the designated 100-year floodplain – about 40% are in other areas. The FIP was developed to meet the criteria established by the CRS and is to be presented to the Village Board for formal approval in conjunction with the All Natural Hazards Mitigation Plan. Both plans parallel the Village's current Emergency Response and Flood Response Manuals. The FIP establishes the following:

- Communication strategies in the event of a flooding emergency
- An assessment of flood insurance coverage within the Village
- Community outreach projects intended to increase awareness of flooding dangers
- Follow up and evaluation guidelines to ensure proper execution of the PPI

The FIP and the flood insurance assessment (within the FIP) are creditable activities within the Community Rating System and will help the Village reach the next CRS class. The Village is currently a class 5 community (25% discount on insurance policies). The FIP goes to improving Lincolnshire to a class 4 community (with a 30% flood insurance premium discount).

The attached FIP is a nearly complete draft, with minor edits to be completed by the Village's consultant on the CRS project. The final FIP will include specific outreach project (mailings, flyers, library materials, etc.) the Village will strive to do each year (for the next 5 years). And as with all FEMA plans, the Flood Information Plan must be updated every 5 years.

Staff intends to bring the finalized document to the Board at the September 22, 2014 Regular Village Board meeting along with the All Natural Hazards Mitigation Plan for final approval.

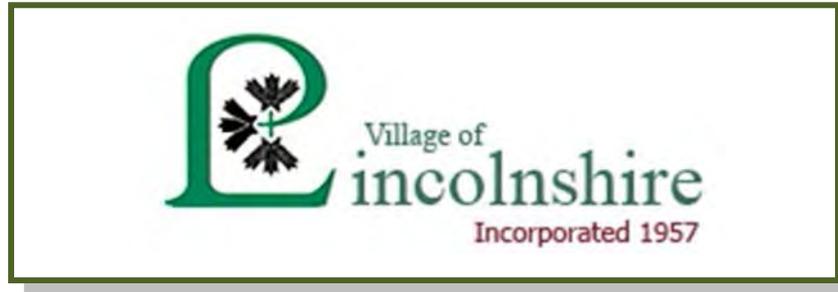
Recommendation: If the Board has no objections, staff recommends placement on the September 22, 2014 Regular Village Board agenda for approval in tandem with the All Natural Hazards Mitigation Plan.

Attachments:

- Draft Plan for Flood Mitigation Public Information and Flood Insurance Coverage Improvement

Meeting History

Initial Referral at Village Board (COW):	September 8, 2014
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**Village of Lincolnshire Plan for
Flood Mitigation Public
Information
and
Flood Insurance Coverage
Improvement**

August 2014 - DRAFT

Developed by:

Village of Lincolnshire Mitigation Planning Committee

Planning Consultant:

Molly O'Toole & Associates, Ltd.

Village of Lincolnshire Plan for Flood Mitigation Public Information and Flood Insurance Coverage Improvement

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August 2014 - DRAFT

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Executive Summary

The mission of the Village of Lincolnshire is to provide the highest level of protection, awareness, and response in flooding situations. The *Village of Lincolnshire Plan for Flood Mitigation Public Information and Flood Insurance Coverage Improvement* (Flood Information Plan) lays out the communication strategies and procedure the Village will undertake in preparing for, handling, and mitigating flood hazards. This document contains information on key personnel in handling flood events as well as efforts the Village will undertake to inform and prepare those at risk in the community.

In 2014 the Village developed and adopted the *Village of Lincolnshire Natural Hazards Mitigation Plan* to outline mitigation strategies for various disasters while also and emphasis on floods. The development of this Flood Information Plan is an extension of the Mitigation Plan development. The Village's Natural Hazard Mitigation Planning Committee (Planning Committee) was formed for the development of both the Mitigation Plan and this Flood Information Plan.

While the Village has internal flood response plans and policies, as well as a general Disaster Preparedness Plan, this document will serve as a guideline for the communication strategy the Village will undertake before, during and after a flooding emergency. Along with the communication aspect in the event of a flood, this plan explains the various community outreach efforts the Village will undertake to encourage flood mitigation efforts, ensure residents and businesses are aware and prepared in cases of flooding emergencies, and to promote the purchase of flood insurance.

In order for the Flood Information Plan to be of use, community engagement through outreach projects and other public information activities must be a focus. This Plan outlines the projects, activities, and other forms of communication the Village will undertake to ensure the community is adequately informed and engaged.

Finally no plan is useful without follow up and evaluation. This plan establishes standards for monitoring and evaluating the methods undertaken in the Flood Information Plan. The Village plans to reexamine this plan every year as part of its annual budget process.

Chapter 1. Introduction

Purpose of this Plan

The *Village of Lincolnshire Plan for Flood Mitigation Public Information and Flood Insurance Coverage Improvement* (Flood Information Plan) was developed in conjunction with the Village's Natural Hazard Mitigation Planning Committee. Both plans have been developed to serve the residents and property owners of the Village. The Village participates in the National Flood Insurance Program's (NFIP) Community Rating System (CRS). Along with a hazard mitigation plan, CRS encourages the development of a community plan for public information (PPI) and a flood insurance coverage improvement plan, or "CP." This Flood Information Plan provides the Village with a combined PPI and CP.

Planning Committee

The Planning Committee is comprised of business owners, public officials, residents, and civil servants from the Village of Lincolnshire. The mission of the Committee is to assess the needs, available information, and coordinate the resources necessary to ensure the community is as informed and prepared as possible in emergency situations. Village staff is heavily involved in the committee as a resource to the stakeholders on the Committee.

(Present list alphabetically. You could list Village Officials separately – Elected/Appointed Officials vs. Staff)

- Ramesh Gulatee, Lincolnshire Resident
- Jamie Godshalk, Lincolnshire Resident
- Larry Barnhart, Wood Creek Courts EPA
- Mark Cohen, State Farm Insurance
- Deann Daniel, Sedgebrook Assisted Living Community
- Wendy Kritt, Lincolnshire Resident
- Marj Lundy, Lincolnshire Resident
- Ann Maine, Lincolnshire Resident
- Judy Mankus, Lincolnshire Resident
- Jeff Merwin, Lincolnshire Resident
- Rev. Douglas Meyer, Lutheran Church of the Holy Spirit
- Andy Muzik, Lincolnshire Resident
- Joseph Pratt, Lincolnshire Resident
- Stan Reznik, Lincolnshire Resident
- William Rubinstein, Lincolnshire Resident
- David Schaper, Lincolnshire Resident
- Rob Sturrrus, Lincolnshire Resident

Village of Lincolnshire Plan for Flood Mitigation Public Information and
Flood Insurance Coverage Improvement

- Rob Weinberg, Westgate HOA
- Brett Blomberg, Mayor, Village of Lincolnshire
- Mara Grujanac, Trustee, Village of Lincolnshire
- Brad Burke, Village Manager, Village of Lincolnshire
- Robert Horne, Engineering Supervisor/Assistant to the Director of Public Works,
Village of Lincolnshire Steve Robles, Village Planner, Village of Lincolnshire
- Mike Tiemens, Bank Financial
- Jennifer Lugo, , Lincolnshire Resident
- Roger Mankus, Lincolnshire Resident
- Stancia Kalmus, Lincolnshire Resident
- Craig Parcels, Lincolnshire Resident

[Description of Committee meeting dates and meeting discussions to be inserted.]

Chapter 2. Flood Insurance Coverage Assessment

As of the development of this Public Information Plan, there were 121 flood insurance policies in force within the Village of Lincolnshire. In May 2013 there were 109 policies, and it is assumed that the increase in policies was a result of the April and June 2013 flooding along the Des Plaines River. The total premium paid is over \$130,000 and the insurance-in-force covers over \$34 million in structures and building contents.

The figures below provide details on the Village's current flood insurance coverage.

Insurance Occupancy						
As of 06/30/2014						
Community:		LINCOLNSHIRE, VILLAGE OF		State:		ILLINOIS
County:		LAKE COUNTY		CID:		170378
Overview	Occupancy	Zone	Pre/Post FIRM			
	Policies in Force	Premium	Insurance in Force	Number of Closed Paid Losses	\$ of Closed Paid Losses	Adjustment Expense
Single Family	111	\$113,378	\$30,367,000	27	\$1,167,989.72	\$37,295.74
2-4 Family	2	\$2,321	\$633,600	0	\$0.00	\$0.00
All Other Residential	1	\$2,705	\$350,000	0	\$0.00	\$0.00
Non Residential	7	\$13,018	\$2,945,700	0	\$0.00	\$0.00
Total	121	\$131,422	\$34,296,300	27	\$1,167,989.00	\$37,295.00
	Policies in Force	Premium	Insurance in Force	Number of Closed Paid Losses	\$ of Closed Paid Losses	Adjustment Expense
Condo	8	\$3,526	\$2,079,500	0	\$0.00	\$0.00
Non Condo	113	\$127,896	\$32,216,800	27	\$1,167,989.72	\$37,295.74
Total	121	\$131,422	\$34,296,300	27	\$1,167,989.00	\$37,295.00

Village of Lincolnshire Plan for Flood Mitigation Public Information and
Flood Insurance Coverage Improvement

Insurance Zone

As of 06/30/2014

Community: LINCOLNSHIRE, VILLAGE OF State: ILLINOIS
County: LAKE COUNTY CID: 170378

Overview	Occupancy	Zone	Pre/Post FIRM			
	Policies in Force	Premium	Insurance in Force	Number of Closed Paid Losses	\$ of Closed Paid Losses	Adjustment Expense
A01-30 & AE Zones	63	\$96,578	\$16,593,900	12	\$641,432.64	\$21,908.15
A Zones	4	\$5,560	\$972,800	8	\$379,806.67	\$10,417.59
AO Zones	0	\$0	\$0	0	\$0.00	\$0.00
AH Zones	0	\$0	\$0	0	\$0.00	\$0.00
AR Zones	0	\$0	\$0	0	\$0.00	\$0.00
A99 Zones	0	\$0	\$0	0	\$0.00	\$0.00
V01-30 & VE Zones	0	\$0	\$0	0	\$0.00	\$0.00
V Zones	0	\$0	\$0	0	\$0.00	\$0.00
D Zones	0	\$0	\$0	0	\$0.00	\$0.00
B, C & X Zone						
Standard	3	\$4,160	\$814,600	3	\$130,207.29	\$3,020.00
Preferred	51	\$25,124	\$15,915,000	3	\$14,891.12	\$1,750.00
Total	121	\$131,422	\$34,296,300	26	\$1,166,336.00	\$37,095.00

Village of Lincolnshire Plan for Flood Mitigation Public Information and
Flood Insurance Coverage Improvement

Insurance Pre/Post FIRM

As of 06/30/2014

Community: LINCOLNSHIRE, VILLAGE OF State: ILLINOIS
County: LAKE COUNTY CID: 170378

Overview	Occupancy	Zone	Pre/Post FIRM			
Pre-FIRM						
	Policies in Force	Premium	Insurance in Force	Number of Closed Paid Losses	\$ of Closed Paid Losses	Adjustment Expense
A01-30 & AE Zones	55	\$92,825	\$14,164,400	12	\$641,432.64	\$21,908.15
A Zones	3	\$5,063	\$623,700	8	\$379,806.67	\$10,417.59
AO Zones	0	\$0	\$0	0	\$0.00	\$0.00
AH Zones	0	\$0	\$0	0	\$0.00	\$0.00
AR Zones	0	\$0	\$0	0	\$0.00	\$0.00
A99 Zones	0	\$0	\$0	0	\$0.00	\$0.00
W01-30 & VE Zones	0	\$0	\$0	0	\$0.00	\$0.00
V Zones	0	\$0	\$0	0	\$0.00	\$0.00
D Zones	0	\$0	\$0	0	\$0.00	\$0.00
B, C & X Zone	28	\$17,213	\$8,864,600	5	\$145,016.85	\$4,170.00
Standard	3	\$4,160	\$814,600	3	\$130,207.29	\$3,020.00
Preferred	25	\$13,053	\$8,050,000	2	\$14,809.56	\$1,150.00
Grand Total	86	\$115,101	\$23,652,700	25	\$1,166,254.00	\$36,495.00

Post-FIRM						
	Policies in Force	Premium	Insurance in Force	Number of Closed Paid Losses	\$ of Closed Paid Losses	Adjustment Expense
A01-30 & AE Zones	8	\$3,753	\$2,429,500	0	\$0.00	\$0.00
A Zones	1	\$497	\$349,100	0	\$0.00	\$0.00
AO Zones	0	\$0	\$0	0	\$0.00	\$0.00
AH Zones	0	\$0	\$0	0	\$0.00	\$0.00
AR Zones	0	\$0	\$0	0	\$0.00	\$0.00
A99 Zones	0	\$0	\$0	0	\$0.00	\$0.00
W01-30 & VE Zones	0	\$0	\$0	0	\$0.00	\$0.00
V Zones	0	\$0	\$0	0	\$0.00	\$0.00
D Zones	0	\$0	\$0	0	\$0.00	\$0.00
B, C & X Zone	26	\$12,071	\$7,865,000	1	\$81.56	\$600.00
Standard	0	\$0	\$0	0	\$0.00	\$0.00
Preferred	26	\$12,071	\$7,865,000	1	\$81.56	\$600.00
Grand Total	35	\$16,321	\$10,643,600	1	\$81.00	\$600.00

Chapter 3. Public Information Needs Assessment

The Village of Lincolnshire, a community of roughly 7,500 residents in Lake County, Illinois, was established along the banks of the Des Plaines River. The Village incorporated in 1957. Historical records indicate the Des Plaines River has flooded approximately every 10 years. There are other several significant flood hazards in the Village such as flood plains, rivers, and local creeks.

Flood Hazards

The Village is susceptible to flooding from the Des Plaines River, Indian Creek, the West Fork of the North Branch of the Chicago River, Lincolnshire Creek, and local depressions and flood plains.

Des Plaines River: The Des Plaines River is the main riverine source of flooding in Lincolnshire. The Des Plaines River begins near Kenosha, WI, and ends at its confluence with the Kankakee River where it becomes the Illinois River. The Des Plaines River bisects the village separating the Village's residential area from its commercial area. The flood hazard along the Des Plaines River is primarily from overbank flooding due to a significant rain event in the Des Plaines River watershed to the north of Lincolnshire. However, flash flooding may occur along the Des Plaines if a significant rainfall occurs in the Indian Creek watershed. Rain events which occur in the Indian Creek watershed (after the Des Plaines watershed – not sure what this means)(There is small section where the watersheds overlap and flooding in one can cause backwater flooding in the other, though this might be too technical for the document) pose the greatest potential threat as backwater from the Des Plaines River mainstem will affect Indian Creek.

Indian Creek: Indian Creek runs from the Northwest corner of the Village and feeds into the Des Plaines River at the Marriott Golf Course. Along with the West Fork of the North Branch of the Chicago River and the Des Plaines River, Indian Creek is one of the main flood hazards in the Village. The flood hazard along Indian Creek is related to overbank flooding. The flow in Indian Creek is flash prone and will typically peak prior to the Des Plaines River.

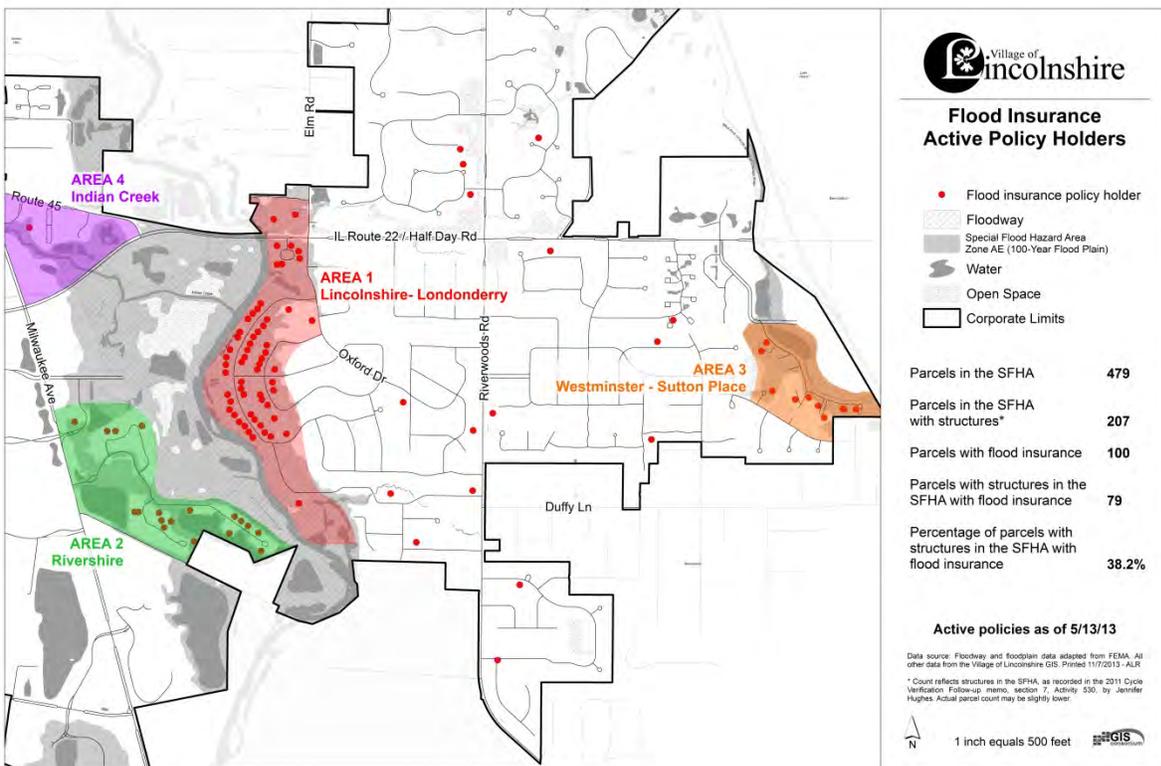
Chicago River: The headwaters of the Chicago River are located just north of Everett Road near North Park in the northeast corner of the Village. North of Half Day Road, the Chicago River flows through restored woodlands. A portion of the river was relocated in the 1950's to make way for the construction of the Illinois Tollway. South of Half Day Road, developers constructed on-stream detention to form "lakes" for the Tri-State International office complex. These lakes have significant freeboard (area for water level to rise without impacting structures) (define) which reduces the potential for flooding. Upon leaving the Tri-State ponds, the river returns to a narrow, deep cut channel which has significant bank erosion.

Lincolnshire Creek: Lincolnshire Creek is a local stream that drains areas of the Villages of Lincolnshire and Riverwoods. The total drainage area is approximately 180 acres at the

entrance to the culvert east of 10 Coventry Lane. The creek is primarily subject to flash flooding related to locally intense storms. Near the Des Plaines River, the creek is also subject to backwater flooding. The flood hazard near the Des Plaines River is primarily attributable to backwater flooding from the Des Plaines River. However, the further away from the Des Plaines, the greater the impact of local flash flooding is on the creek.

Focus Areas

While it is important all residents and business owners are informed and prepared for flood events, there are key areas that are at a much higher risk. These target areas are primarily flood prone neighborhoods, local depressions, and areas directly adjacent to the noted flood hazards. In general, areas not directly adjacent to the flood zones are relatively safe from flooding. The map below illustrates the target areas in Lincolnshire as well as current insurance policy holders.



Most of the land use in the flood zones is open space or residential.

Area 1 Lincolnshire-Londonderry: Primarily residential, **132 structures.**

Area 2 Rivershire: Primarily residential, **146 structures.**

Area 3 Westminster-Sutton Place: Mixed open space, residential, and commercial, **39 structures.**

Area 4 Indian Creek: Primarily residential, **12 structures.**

Assessment of Flood Information Topics

The first goal of the Planning Committee was to assess the specific information needs of the Village. After four meetings, the following topics were identified by the stakeholders as the most important pieces of information for the community:

1. Safety hazards during floods
2. Safety hazards during a storm
3. Emergency protection measures
4. Flood proofing a house
5. How to evacuate during a flood
6. Preserving and protecting wetlands
7. Benefits of open space
8. Local drainage protection
9. Rules on building in the floodplain
10. Making sure your yard drains

These topics will be the focus for the various public information initiatives the Village will undertake.

Target Audiences

1. **Village as a whole:** It is important all residents and businesses understand the risk factors, procedures, and expectations during a flooding event. Even if chances are low, everyone is at risk in significant flood events.
2. **Residents in high risk areas:** Those in the high risk areas must be even more informed about flood dangers than the rest of the community. They must know how and where to quickly find information, points of contact, and what to do as the flood situation develops, including what actions should be taken at various levels of flooding.
3. **Outside Contracts, developers, etc.:** Those doing work in the Village must know the necessary processes and precautions for flood prone areas.

Target Audience	Message	Desired Outcome
Village As a Whole	<ul style="list-style-type: none"> • Safety hazards during floods and storms • Where to find information in emergencies • Citizen roles in emergency • Emergency protection measures 	Individuals in the Village will be aware of possible dangers and risks in flood events as well where information is available and what they can and should do in flood events.
Residents in High Risk Areas	<ul style="list-style-type: none"> • Safety hazards during floods and storms • Direct points of contact and other sources of information during flood events • Guidelines for response at various water levels • Evacuation procedures • Information on flood proofing homes 	Individuals and families in high risk areas will be aware of dangers in flood zones as well as the procedures for response to flood events. They will know where to find the most current information quickly as well as points of contact.
Outside Contractors, Developers, Real Estate Agents, Etc.	<ul style="list-style-type: none"> • Permitting processes for working on floodplains • Regulations for building on floodplains • Waterproofing best practices 	Contractors and other outside agents will understand the regulations regarding working or building on floodplains.

Current Public Information Efforts

The Village currently uses several outlets to communicate with the public in flood events. The main departments involved in outreach and response are the Police department, Public Works, and the Village Manager's Office.

Pre-Flood Notification

The Village conducts yearly outreach activities to alert residents to the existence of flood hazards. The importance of flood insurance is stressed. Direct mailings are sent to real estate agents and lenders advising them of the Village's flood program. The Lincolnshire E-News, social media outlets, and the Village website are leveraged to provide information.

Flood Event Notification

As soon as it is evident a significant flood will occur, a concerted effort is made to alert the public about the potential for the flood and advise them of the actions they should take to protect themselves and their property. It is assumed major television and radio stations will report flood watches and warnings.

The Village has established a series of pre-formatted messages for various media types including:

- (1) Signs
- (2) Cable-TV
- (3) Village website
- (4) Door-to-door communications
- (5) Dispatch & Front Desk Information
- (6) Message Board
- (7) Social Media
- (8) Blackboard Connect
- (9) E-News

Flood Information Plan Messages

Message	Outcome
“Know your flood danger. Call 847-883-8600 and know your risks”	Residents will know the specific dangers their property faces in flood situations. More use of maps and other resources.
“Be sure, get insured”	Increase number of flood insurance policies in Village.
“Turn around, don’t drown”	Less emergency rescue efforts and better use of public safety resources.
“Make your property waterproof and ready for a flood.”	Homes will be properly waterproofed, drains kept clean, reduce debris clean up in case of flood. Yards will drain properly.
“Be aware before you build. Call 847-883-8600.”	All construction will meet specifications for building in floodways. Proper construction permits will be secured and number of issued citations will be reduced.
“Only rain goes down the drain.”	Reduce dumping of contaminants into public drains. Improve water quality.
“Don’t be without a plan, be ready for a flood.”	Residents will have evacuation plans. Increase communication with public safety regarding emergency procedures.

Outreach Projects

The Village of Lincolnshire plans to undertake the following Public Information Initiatives to educate residents and business owners about flood hazards and ensure all are properly prepared.

Project	Target Audience	Message	Assignment	Schedule
1. Non- Targeted Informational Material (pamphlets, booklets, etc.)	All Village Properties and Residents	Know your flood danger	Lincolnshire Public Works/ Administration	Available round at various public buildings.
		Be sure, get insured	Insurance Agency and Local Real Estate Agents	Available round at various public buildings and distributed as part of welcome packet.
		Turn around, don't drown	Lincolnshire Public Safety	Available round at various public buildings.
		Make your property waterproof and ready for a flood	Lincolnshire Community and Economic Development	Available round at various public buildings.
		Only rain goes down the drain	Lincolnshire Public Works	Available round at various public buildings
2. Targeted Mailings (Detailed informational material more with specific information)	Residents and Business in high risk areas	Know your flood danger	Lincolnshire Public Works/ Administration	Mailed to buildings in risk areas as identified by GIS
		Be sure, get insured	Insurance Agency	Mailed to buildings in risk areas as identified by GIS
		Make your property waterproof and ready for a flood	Homeowners Associations of effected residents	Mailed or distributed by each homeowners association for specific information for residence
		Be aware before you build	Lincolnshire Community and Economic Development	Mailed to all registered contractors in Village as well as available at front desk with permit applications

Village of Lincolnshire Plan for Flood Mitigation Public Information and
Flood Insurance Coverage Improvement

Project	Target Audience	Message	Assignment	Schedule
3. Village Sponsored Workshops and Informational Sessions	All Village Properties and Residents	Know your flood danger	Lincolnshire Public Works/ Administration	Informational booth at Village events such as National Night Out.
		Be sure, get insured	Insurance Agency	Annual workshop at insurance agency detailing importance and value of obtaining insurance.
		Don't be without a plan, be ready for a flood	Lincolnshire Public Safety	Twice annual workshop at Village Hall to help families come up with emergency plan.
		Make your property waterproof and ready for a flood	Local Hardware Store	Annual workshop detailing waterproofing options.
4. Media Projects (Press Release, Social Media, SMS, Etc.)	All Village Properties and Residents	Know your flood danger	Lincolnshire Public Works/ Administration	Twice yearly Targeted emails to at risk properties
		Turn around, don't drown	Lincolnshire Administration	Information included on E-News and Village Website during times of possible flooding
		All Outreach Projects	Lincolnshire Administration	Advertisement of all community outreach on Village website and social media outlets/

Flood Response Projects

In addition to the above outreach projects, the Village will also engage in the following response projects in the event of a flood:

Project	Target Audience	Message	Assignment	Schedule
1. News, Social Media, and Website response	All Village Properties and Residents	Know your flood danger	Lincolnshire Public Works/ Administration	Alert those at risk of signs of danger. Released as information becomes available.
		Status of flood	Lincolnshire Public Works/ Administration	Inform residents of level of flooding, Village response, other resources of response. Released as information becomes available.
		Turn around, don't drown	Lincolnshire Public Safety	Information released through Cable TV, in person, and through news and media outlets. Information released at first sign of flooding.
		Make your property waterproof and ready for a flood	Lincolnshire Community and Economic Development	Available round at various public buildings.
		Only rain goes down the drain	Lincolnshire Public Works	Available round at various public buildings
2. Post Flood Response	Effected Residents and Businesses	Rebuilding Rules	Lincolnshire Community and Economic Development	Email, in person, or by phone contact with effected property owners as soon as flood hazard has passed.
		Be sure, get insured	Insurance Agency	Information detailing extent of damage and what insurance could have done. Done as soon as flood hazard has passed

Chapter 4. Public Information Plan Implementation

This Public Information Plan will be implemented by the Village of Lincolnshire as staff and budget resources allow. Priority projects are listed below, however any outreach project listed in Chapter 3 of the Plan should be implemented as needed and as information dissemination resources arise. This includes efforts that can be undertaken by Lake County agencies, such as the Lake County Stormwater Management Commission or the Lake County Emergency Management Agency.

Priority Outreach Projects

[to be inserted.]

Priority Flood Response Projects

[to be inserted.]

Chapter 5. Plan Maintenance & Evaluation

The implementation progress for outreach projects and flood insurance coverage improvement will be evaluated annually in conjunction with the annual report for the Village's Mitigation Plan.

The Village will also update and readopt this plan in five years. The update will include a new examination of flood insurance coverage within the Village and a reassessment of flood mitigation and flood insurance public information needs.

REQUEST FOR BOARD ACTION
September 8, 2014

Subject:	Consideration and Discussion of Acceptance of a Proposal for the Installation of Balzer Park Basketball Court from M-C Sports in the Amount of \$24,611.75 (Village of Lincolnshire)
Action Requested:	Consideration, Discussion, and Direct Placement on the September 22, 2014 Village Board Meeting Consent Agenda
Originated By/Contact:	D. Scott Phippen, Superintendent of Administration, Fleet, and Facilities
Referred To:	Village Board

Summary / Background:

Earlier this year, the Park Board recommended a separate court be constructed for basketball at Balzer Park. The Park Board's recommendation contemplated not pursuing repair to the tennis court fence at Balzer Park in the current year. The Village Board approved this recommendation at the July 28 Committee of the Whole meeting. The tennis court fence has been included in the ten year budget plan for total replacement in 2016.

The bid notification for the contractual installation of a basketball court at Balzer Park was published in the Pioneer Press on August 14, 2014, and the proposal was sent to four local asphalt contractors. On September 3, 2014, staff received two sealed proposals for this work and publicly opened the bids received. M-C Sports submitted the low bid.

The following is the contract price prepared by each bidder:

M-C Sports	\$24,611.75
Continental Construction Co.	\$44,336.00

Budget Impact: This project is to be completed in lieu of expenses related to repairing the fence around the tennis courts at the park included in the 2014 budget. \$36,500 was budgeted this year for tennis court fence repair work, and \$3,000.00 was budgeted for the installation of a basketball goal on the existing tennis courts. The bid amount is \$2,416.75 higher than staff's estimate of \$22,195.00 and does not include a privacy fence. The privacy fence was added to the original estimate as a contingency should the new basketball court cause disturbance to the adjoining residents. The fence's estimated cost is \$1,500.00 and can be installed if necessary. Even though the low bid for the basketball court exceeds staff's estimate and does not include expenses related to fencing, the total budget for the Balzer Park renovation is expected to come in \$26,789.94 under budget when the court installation is complete.

The following table details an updated accounting of budgeted expenses and actual expenses for the Balzer Park Improvements Project. The table reflects Village Board approval of this expenditure and the delaying of the tennis court fencing and drainage improvement.

PROJECT	AMOUNT BUDGETED	ACTUAL/ESTIMATED COST
Drinking Fountain	\$3,000.00	\$3,000.00
Park/Path Pruning/Tree Removal	\$15,500.00	\$15,000.00*
Drainage Improvement	\$3,000.00	\$0
Path Resurface	\$10,000.00	\$5,176.31*
Bike Rack Installation	\$1,500.00	\$1,500.00
Tennis Court Fence Repair	\$36,500.00	\$0
Basketball Hoop (Court) Installation	\$3,000.00	\$24,611.75*
Playground Replacement	\$90,500.00	\$86,922.00*
TOTAL	\$163,000.00	\$136,210.06

*Actual Expenditure

** Staff recommends deferring this drainage project if the fence repair is postponed as replacing the fence will change the scope of the project.

Recommendation: The Village has a long history with M-C Sports maintaining and renovating the Village's basketball and tennis courts. M-C Sports is a reputable contractor who has performed quality work at a fair price for the Village in the past. Staff recommends acceptance of M-C Sports proposal.

Reports and Documents Attached:

- M-C Sports and Continental Construction Company Unit Price Tables

Meeting History	
Park Board	July 21, 2014
Initial Referral to Village Board (COW):	July 28, 2014
Committee of the Whole	September 8, 2014
Village Board	September 22, 2014

Confidential Const Co.

UNIT PRICING

Contractor to supply unit pricing for all items in following table:

Item	Units	Quantity	Unit Cost Per Item	Total
1. Mobilization	Lump	1	\$1,000	\$1,000
2. Earth Excavation/Grading	CY	31	200	6,200
3. Aggregate Base	CY	57	50	2,850
4. Top soil / Seed/	SY	375	10	3,750
5. Leveling Binder 1.5 Inches	Ton	21	250	5,250
6. Surface Course 1.5 Inches	Ton	21	250	5,250
7. Color Coat	Sq.Ft.	2024	1.50	3,036
8. Basketball Goal & Post	Lump	1	\$4,000	\$4,000
9. Landscaping / Restoration	Lump		\$3,000	\$3,000
10. TOTAL				\$44,336

M-C Sport Systems

UNIT PRICING

Contractor to supply unit pricing for all items in following table:

Item	Units	Quantity	Unit Cost Per Item	Total
1. Mobilization	Lump	1		\$ 600.00
2. Earth Excavation/Grading 7	CY	31	\$ 24.00	\$ 744.00
3. Aggregate Base	CY	57	\$ 106.00	\$6,042.00
4. Top soil / Seed/	SY	375	\$ 5.25	\$1,968.75
5. Leveling Binder 1.5 Inches	Ton	21	\$ 128.00	\$2,688.00
6. Surface Course 1.5 Inches	Ton	21	\$ 130.00	\$2,730.00
7. Color Coat	Sq.Ft.	2024	\$ 1.93	\$3,906.00
8. Basketball Goal & Post	Lump	1		\$4,533.00
9. Landscaping / Restoration	Lump			\$1,400.00
10. TOTAL				\$24,611.75